UmanaEnglish

User Manual

Prepared by: Administrator
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UmanaEnglish

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Welcome to Umana

Welcome to **Umana**, the unique human resources management system.

In this documentation

Introduction
How to reach us; technical support; user interface (menus, toolbars, keyboard shortcuts, etc.); your company.

Concepts and processes
The complexity of human resources and the use of **Umana** to address your needs.

Modules
An overview of modules by category. For each module, you will find the related concepts, windows and reports.

Tools and wizards
The Termination wizard, mass change wizards and the expressions generator.

Data
The data files in the database and a detailed explanation of each field.

Reports, imports and exports
Extracting information from the system: reports, imports and exports. Creating your own reports.

Developer guide
A very technical guide for computer specialists to install and customize the software.

Introduction

In this chapter

Technical support
Contact information (telephone, e-mail and Internet)

User interface
Menus, keyboard shortcuts, toolbars, etc.

Technical Support

1. Internal support

First contact the staff at your company responsible for the software.

Your software support personnel have good knowledge of the software and are familiar with your environment. They can quickly answer your questions or help you with hardware or network problems.

2. Support from Carver Technologies Inc.

If your support personnel can't help you we'll be happy to answer your questions.

Read Umana knowledge base kb.umana.ca.

Visit our helpdesk center helpdesk.umana.ca.

Send us a ticket by e-mail at support@umana.ca.

Access our website www.umana.ca.

Call 514-861-9796 for technical support.

User interface

In this chapter

Navigation, **Umana** tools and menus.

Menu bar, navigation pane and toolbar
Use the menus, icons or tools to access a module or perform a task.

Pop-up menus
Right-click over any field to display a small menu to its right, with a list of options specific to this field.

Keyboard shortcuts
List of keyboard shortcuts.

Where to start?

Adjust your preferences
You can adjust your preferences by clicking on the **Preferences...** option of the **System** menu.

Select an employee
This is the person selection dialog box. Click **Search** on the toolbar to display it.

Menu bar, navigation pane and toolbar

In this chapter

System menu
Access a calculator, send an e-mail, select your language and preferences, etc.

Edit menu
Use edit functions (copy, paste, etc.). This menu's options are available only if a field or part of the text is selected.

Tools menu
Access wizards, import or export data, define alarms, maintain and configure your system, etc.

Data menu and navigation pane
Access the software's various modules.

Print menu and navigation pane
Print lists, statistics and statuses.

Action menu and toolbar
There is a toolbar above the main window and above each data window. The toolbar options are the same as for the **Action** menu.

Window menu
Use window-specific functions.

Help menu
About Umana, online help, Web site access, etc.

System menu

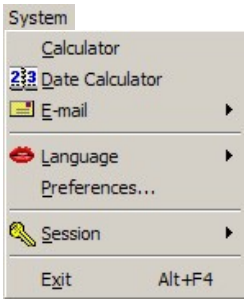
On this page

- System Menu
- E-mail Submenu

- Language Submenu
- Session Submenu

System menu

The **System** menu manages the session and the way in which the application is displayed. It also contains certain tools, including the calculator and e-mail.



What the options do

Calculator - Click to display the Microsoft Windows calculator.

Date calculator - Click to display a calculator allowing you to add or subtract a number of days from a date.

E-mail - Click to access the submenu and send an e-mail to Umana Solutions or to see your unsent messages.

Language - Click to access the submenu and modify the display language. (All windows must previously be closed.)

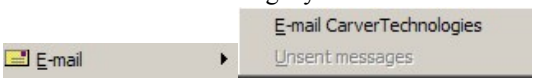
Preferences - Click to adjust your preferences.

Session - Click to access the submenu allowing you to change sessions, modify your password or view active sessions. (For more information about sessions...)

Exit *(Shortcut ALT+F4)* - Click to exit the application.

E-mail Submenu

The **E-mail** submenu manages your mailbox.



What the options do

Write to ACME - Click to create and send a message to **ACME**.

Unsent messages - Click to display unsent messages. At this time, you will be able to send or delete them.

Language Submenu

The **Language** submenu allows you to modify the display language.

What the options do

English - Click to select English as the display language.

French - Click to select French as the display language.

Session Submenu

The **Session** submenu allows you to manage your user account and session.

What the options do

Log on as new user... - Click to change user name.

Change password... - Click to modify your password.

Show current users... - Click to see current sessions.

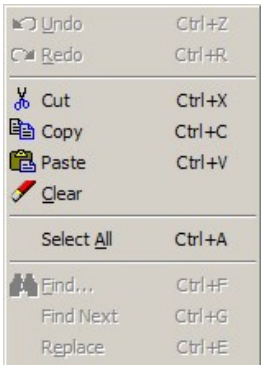
Edit menu

On this page

- Edit menu

Edit menu

The **Edit** menu gives you access to the edit functions specific to all Windows applications. They are always applied to the selected field. Edit



What the options do

Undo *(Shortcut Ctrl+Z)* - Click to cancel the changes made and go back to the field's initial state.

Redo *(Shortcut Ctrl+R)* - Click to redo the changes you have just cancelled.

Cut *(Shortcut Ctrl+X)* - Click to erase the selected text and save it to clipboard.

Copy *(Shortcut Ctrl+C)* - Click to copy the selected text to clipboard.

Paste *(Shortcut Ctrl+V)* - Click to insert clipboard contents in the selected field.

Clear - Click to erase the selected text without saving it to clipboard.

Select all *(Shortcut Ctrl+A)* - Click to select the entire text of the selected field.

Find *(Shortcut Ctrl+F)* - Click to open a dialog box allowing you to search for a word or group of characters.

Find next *(Shortcut Ctrl+G)* - Click to redo the same search.

Find and replace *(Shortcut Ctrl+E)* - Click to open a dialog box allowing you to search for a word or group of characters you wish to replace.

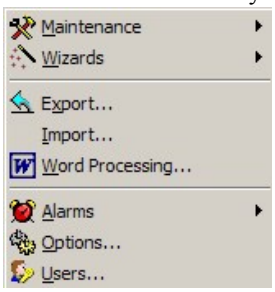
Tools menu

On this page

- Tools menu
- Maintenance submenu
- Wizards submenu
- Tools submenu

Tools menu

The **Tools** menu enables you to maintain and configure your system. It also puts wizards at your disposal. Tools



What the options do

Maintenance - Click to access the Maintenance submenu and perform operations that affect all employees, payroll, system tables and archiving.

Wizards - Click to access the various Wizards.

Export - Click to export data to a text file, Microsoft Excel, etc.

Import - Click to import data from a spreadsheet.

Word processing - Click to merge with Microsoft Word and print form letters for employees selected.

Alarms - Click to access the Alarms submenu, define alarms and view the messages generated.

Options - Click to define the application's configuration options.

Users - Click to access user configuration options and define users, groups and rights of each.

Maintenance submenu

The **Maintenance** submenu performs operations that update the database. For more information about maintenance tools...

What the options do

Person, employment... - Click to access operations involving employee files.

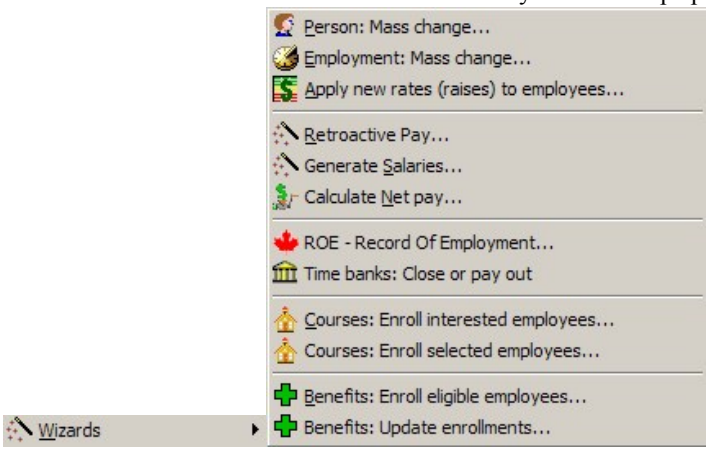
Attendance, payroll... - Click to access operations involving gross pay, net pay and time banks.

System... - Click to access system maintenance operations.

Archiving... - Click to perform data archiving and cleansing.

Wizards submenu

The **Wizards** submenu includes several tools that carry out multi-step operations.



What the options do

Person: Mass change... - Click to access the Mass change - Person tool and make changes to the files of several employees at once.

Employment history: Mass change... - Click to access the Mass change - Employment history tool and create a new movement for a group or set of employees.

Apply new rates (raises) to employees... - Click to access the Apply new rates (raises) tool and apply new salaries and hourly rates to employees.

Retroactive pay... - Click to generate transactions for Retroactive pay.

Generate salaries... - Click to generate salaries and create regular hours transactions in gross pay.

Calculate new pay... - Click to calculate temporary net pay.

ROE - Record of Employment... - Click to print or transfer one or more records of employment to the Revenue Canada site.

Time banks: Close or pay out - Click to access the Termination wizard and close or pay out a bank, further to the departure or change in status of an employee.

Courses: Enroll interested employees... - Click to enroll people interested in a course.

Courses: Enroll selected employees... - Click to enroll selected employees in the course.

Benefits: Enroll eligible employees... - Click to enroll eligible employees in a new benefit.

Benefits: Update enrollments... - Click to terminate enrollments and update coverage and premiums.

Alarms submenu

The **Alarms** submenu allows you to define the alarms and view the messages generated.

What the options do

Define - Click to access the alarm definition window and define conditions that can send a message and/or trigger an automatic action.

Messages - Click to access the view window for the messages generated by alarms you have defined.

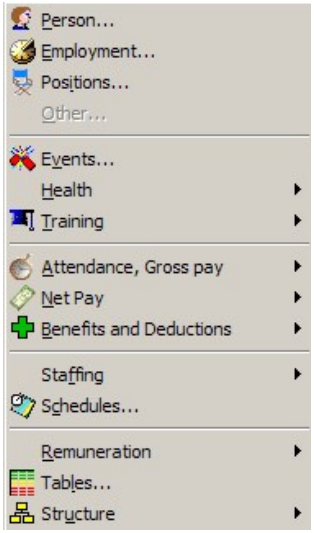
Data menu and navigation pane

On this page

- Data menu
  - Health submenu
  - Training submenu
  - Attendance, gross pay submenu
  - Net pay submenu
  - Benefits, deductions submenu
  - Staffing submenu
  - Remuneration submenu
  - Structure submenu
  - Navigation pane

Data menu

The **Data** menu gives you access to the various modules of the **Umana** application.
It includes most of the items from the **Data** menu in the **navigation pane**. Data



What the options do

Person... - Click to go to the Person input screen, which contains employee identification information.

Employment... - Click to go to the Employment history input screen, which contains the employee's current status and a history of his/her movements.

Positions... - Click to go to the Positions input screen, which contains the definition of each of the positions in the company. Note that the use of the **Positions** module is optional.

Other... - This item should be shaded out unless you have no particular module (customized for you company).

Events... - Click to go to the Events input screen to follow up on events related to an employee, a group of employees or to all employees.

Health - Use this submenu to manage all aspects of employees' lives that directly or indirectly affect their health and safety.

Training - Use this submenu to manage activities and skills in relation with the training provided by the company.

Attendance, gross pay - Use this submenu to access the various modules that manage employee attendance and gross pay transactions, as well as work hours and leave.

Net pay - Use this submenu to calculate net pay or display its details. Note that this header is only available if you have opted for **Umana Solutions Payroll**.

Benefits, deductions - Use this submenu to manage plans, deductions and enrollments for insurance or other benefit plans.

Staffing - Use this submenu to access the various functions that list a position to be filled and select qualified candidates. Its use is limited to Human Resources staff.

Schedules... - Click to access the Schedules input screen and define standard schedules.

Remuneration - Use this submenu to define the list of jobs in the company along with the various remuneration plans available.

Tables... - Click to update the system's reference tables.

Structure - Use this submenu to update your primary and secondary hierarchical structures (Entity1: usually the department and Entity2: usually the product) comprising, at your choice, your companies, workplaces or departments.

Health submenu

What the options do

Medical file... - Click to go to the Medical file input screen and enter employee medical information.

Accidents... - Click to go to the Accidents input screen, which manages accident data.

Training submenu

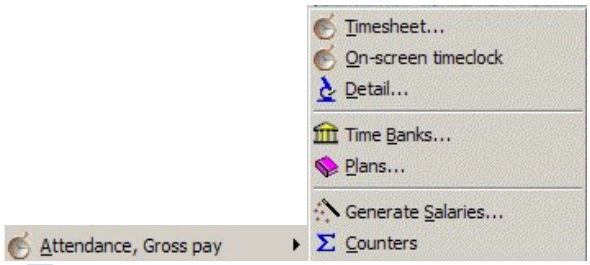
What the options do

Skills... - Click to go to the Skills and career input screen and enter employee skills and objectives, along with their schooling and career profile.

Courses and groups... - Click to go to the Courses and groups input screen and manage the training provided within the company.

Training events... - Click to access the training Events input screen.

Attendance, gross pay submenu



What the options do

Time sheet... - Click to enter your employee time sheet. Note that this module is customized by the customer.

On-screen time clock - Click to display time clock.

Attendance detail... - Click to access the Attendance detail input screen and manage employee attendance transactions and gross pay.

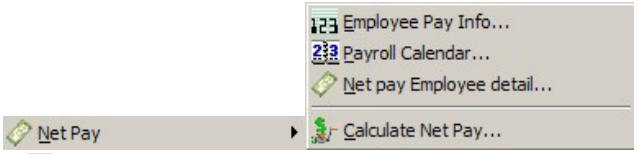
Time banks... - Click to access the Time banks input screen, which allows you to view balances or deposit/withdrawal transactions, and perform operations such as totalling the monthly rights for the selected employee only.

Plans... - Click to access the Plans: Time banks input screen and manage the plans for time banks and perform operations for a set of employees.

Generate salaries... - Click to generate a Salary.

Counters... - Click to access the Counters rule definition window.

Net pay submenu



What the options do

Employee pay info... - Click to access the Payroll info input screen and view an employee's payroll information.

Payroll calendar - Click to access the payroll calendar and perform various payroll processing operations.

Net pay employee detail... - Click to access the Net pay input screen to view an employee's payroll details, earnings, salary deductions and benefits.

Calculate net pay - Click to calculate the net pay.

Benefits, deductions submenu

What the options do

Enrollments... - Click to access the Benefits and deductions input screen and enroll an employee in the various plans.

Dependants... - Click to access the Dependants input screen and enter an employee's dependants.

Plans... - Click to access the Benefit plans input screen and enter the plans and benefit-related rules.

Staffing submenu

What the options do

Candidates - Click to access the Candidate selection dialog box and view, modify or document a candidate's file.

Openings - Click to access the Requisition of position to be filled input screen and select qualified candidates to fill a position.

Remuneration submenu

What the options do

Jobs... - Click to access the Jobs input screen and view or modify the company's list of jobs (job ID or title).

Plans... - Click to access the Remuneration plan input screen and manage the various remuneration plans offered by the company and specify the calculations that apply to the rates.

Rates... - Click to access the Rates table input screen, and to create your rates table and update it.

Expressions... Click to access the Dated expressions input screen.

Structure submenu

What the options do

Department - Click to access the Entity1 input screen that defines your company's main structure. (Usually: department)

Product - Click to access the Entity2 input screen that defines your company's secondary structure. (Usually: product)

Navigation pane

The **navigation pane** covers the items of the **Data** menu and appears in the following format:

Action menu and toolbar

On this page

- Action menu
- Toolbar

Action menu and toolbar

Use the **Action** menu and **toolbar** to find records and update data in the window selected. They always apply to the selected window.

Action menu

Toolbar

What the options do

New *Shortcut Ctrl-Ins)* - Click to display a window with blank fields. Enter the information in the window and click to create the new record.

Copy *(Shortcut Ctrl-I)* - Click to copy the data of the record displayed and create a new record similar to the previous one. Then all you have to do is change the data you want and click to save this new record.

Modify *(Shortcut F2)* - Click to allow modifications to the data displayed. Once modified, click to save the changes.

Delete *(Shortcut Ctrl-Del)* - Click to delete the entire record displayed.

Save *(Shortcut F3)* - Click to save the new record created (if you chose **New**) or changes made (if you chose **Modify**).

Cancel modifications *(Shortcut Ctrl-O or the Escape key)* - This is the opposite of the **Save** command. Click to disregard the new data you have just entered.

Find *(Shortcut F4)* - Click to open a dialog box to find another employee or for another record.

Print - Click to print the record displayed.

First - Click to display the first record of the file.
Previous - Click to display the previous record.
Next - Click to display the next record.
Last - Click to display the last record of the file.

Print menu and navigation pane

On this page

- Print menu
- Navigation pane

Print menu

The **Print** menu lets you print or view over 300 customizable reports. You can also build new ones.

What the options do

Rerun last report... *(Shortcut F7)* - Click to rerun the report that was just generated.

Person... - Click to access the various reports of the Person module, e.g. employee list.

Job - Click to access the various reports of the Job module, e.g. employee history or list of movements.

Positions... - Click to access the various reports of the Positions module, including the organizational chart or list of applications for a position.

Events - Click to access the various reports of the Events module, e.g. list of events or schedules.

Health, Safety... - Click to access the various reports of the Health, Safety module, e.g. accident list.

Training... - Click to access the various reports of the Training submodule, e.g. list of employee skills.

Attendance... - Click to access the various reports of the Attendance module, e.g. absence calendar or time bank balances.

Gross pay... - Click to access the various reports of the Gross pay module, e.g. lists of attendance transactions, time sheets and records of employment.

Net pay... - Click to access the various reports of the Net pay module, e.g. union dues, direct deposits and payroll files.

Benefits... - Click to access the various reports of the Benefits module, e.g. lists of plans, enrollments, premiums, deductions and coverage.

Staffing... - Click to access the various reports of the Staffing module, e.g. job opening and applicants lists.

Schedules... - Click to access the various reports of the Schedules module, e.g. lists of employee availability or lists of staffing requirements for a location.

Organization... - Click to access the various organization reports, e.g. list of counters, employment equity lists and organizational charts.

System... - Click to access the various reports of the System module, e.g. list of past and future alarms, and information on the system.

Labels... - Click to print labels pertaining to employees.

Word processing... - Click to merge with Microsoft Word and print letters for employees selected.

Page layout - The page layout is only available when you make changes to a report.

Navigation pane

The **navigation pane** covers the items of the **Print** menu.

View the items that are displayed with the images or .

Window menu

On this page

- Window menu

Window menu

The **Window** menu manages open windows in the application.

What the options do

Restore *(Shortcut Ctrl+F5)* - Click to redisplay a minimized window.

Next *(Shortcut Ctrl+F6)* - Click to display the next window.

Minimize *(Shortcut Ctrl+F9)* - Click to minimize the currently selected window.

Minimize all - Click to minimize all the windows.

Close all *(Shortcut F12)* - Click to close all the windows.

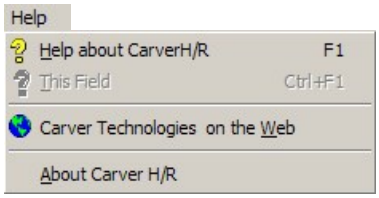
Help menu

On this page

- Help menu

Help menu

The **Help** menu includes the help and field description functions of the application or of Umana Solutions.



What the options do

Umana *(Shortcut F1)* - Click to open the application's help file.

This field *(Shortcut Ctrl+F1)* - Click to display help for the currently selected field.

Umana on the Web - Click to open the Umana Web site in an Internet Explorer window.

About Umana - Click to display the various boxes: About, Animators, Memory, Hardware and System.

Pop-up menus

Required fields

Fields marked with an are mandatory; they must be filled out.

Pop-up menus

Pop-up menus are displayed to the right of the field when you **right-click**. A list of options specific to this field is then available.

The pop-up menus vary depending on the field selected with the mouse pointer. Here are two examples:

- The **Search** option opens a dialog box that allows you to search for the value via its description.
- The **Open table** option opens the reference table used to validate this field, allowing you to adjust the list of possible values.

Here is the menu that is displayed when you right-click on the name of a person in the input screen.

Keyboard shortcuts

Home > Introduction > User interface > Keyboard shortcuts

Key	Action
F1	Display online help (module)
Ctrl+F1	Display online help (field)
F2	Modify record (Action menu)
Ctrl+S	Save (**Action** menu)
F4	Search (a person, a record)
F7	Reprint last report (Print menu)
F9	Display today's date
F10	Activate menu bar
Ctrl+Ins	Create new record (Action menu)
Ctrl+I	Copy record (Action menu)
Ctrl+Del	Delete record (Action menu)
Ctrl+O	Cancel changes (Action menu)
Ctrl+Page Down	Skip to next record (Action menu)
Ctrl+Page Up	Skip to previous record (Action menu)
Ctrl+Z	Undo changes to field (Edit menu)
Ctrl+R	Redo changes to field (Edit menu)
Ctrl+X	Cut selected text (Edit menu)

Ctrl+C	Copy selected text (Edit menu)
Ctrl+V	Paste selected text (Edit menu)
Ctrl+A	Select entire field (Edit menu)
Ctrl+F	Search text (Edit menu)
Ctrl+G	Search same text (Edit menu)
Ctrl+E	Search and Replace same text (Edit menu)
Alt+F4	Exit application (System menu)

Concepts and processes

In this chapter

Understand the application via the **Concepts** and also **Processes** for using **Umana**.

Concepts

System administration — A computer overview
Current sessions-Security and your preferences

Seniority
Various seniority calculations.

General concepts
Shared data, etc.

Doing payroll
Concepts of gross and net pay.

Remuneration
Direct remuneration (salaries) and indirect remuneration (benefits and time banks).

Processes

Giving a pay increase
An overview of several methods of awarding pay increases.

Hiring an employee
Steps to follow in hiring an employee.

Doing payroll
The payroll process includes many steps. This section includes a checklist and flowchart of the steps.

Year end
A year-end checklist.

Labour relations
Management of collective agreements and grievances.

Terminating an employee
The steps to follow to terminate an employee.

Your personalized procedures
The HTML pages where you can add your own procedures to this documentation.

System Administration: Concepts

In this chapter

Sessions

Display the list of users currently online. Close the system and disconnect users.

Your preferences
How to edit your preferences.

Security and access rights
The principles for controlling access and user rights.

See also
Configurable options
Users - Module
Developes's guide

Sessions

In this chapter

The users access the **Umana** system from their work stations or from a Citrix server. When user enter their ID number and password, they open a *session*.

In you capacity as system administrator, you control the access rights of the users. You can also see and monitor the active sessions.

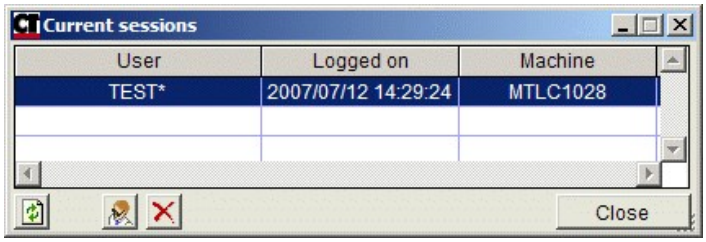
For each system access, users enters their user code and password. This creates a record in the LOG file that you can consult online or in the history.

On this page

- Viewing current sessions
- Ending a session
- Ending all sessions
- Blocking access to the system
- Access log

Viewing current sessions
Access the Current Sessions window via

the main menu **System | Session | Show Current Sessions...**



The user name is identified by an asterisk (*) indicating your own session.

Click this button to update the list of users that are currently online. When this window is displayed, the list is automatically updated every 20 seconds.

The sessions are saved in the LOG file.

If the user code selected is also the user code of an employee, click this icon to open this employee's file.

Click this button to terminate the session selected.

Ending a session

You can end an active session by opening the window above, selecting the session to close and clicking the button. The session should disappear within two minutes without warning or further intervention on the part of the user.

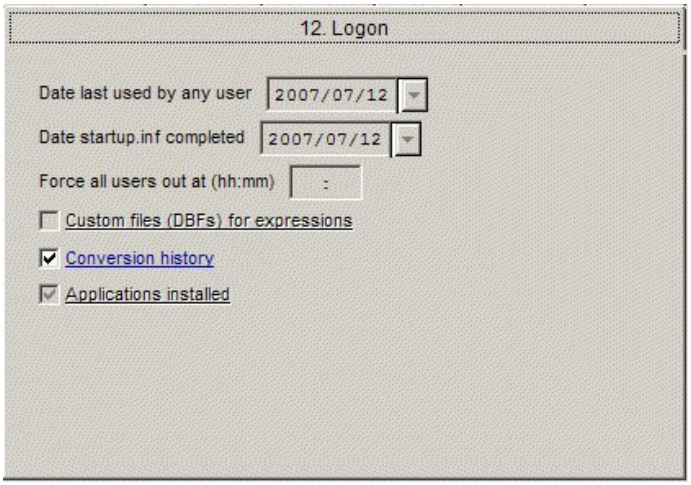
Ending all sessions

You can force all users to leave the system immediately, or, if you prefer, warn them that all sessions will be closing at a given time.

To do so, open the *Options* window via:

- the main menu **Tools| Options...**
- the shortcut bar **Administration**

1. Select the configuration option .*Global* and the 12.Logon tab.
2. For the current day, enter the time at which all users must be logged off from the system. Five minutes before this time, users will receive a message asking them to exit the system. At the time entered in this option, all sessions will close.



Note that there is no date - only a time: This time is applicable for all days.

Leave a permanently active time here so that all users are automatically disconnected every evening at this time. For example, if your daily back-up always starts at 11:00 p.m., enter the value 10:50 PM in this box.

If you enter a prior time - i.e. earlier than the current time - all sessions will close immediately.

- If you use this method, your session will also terminate.

Important: The value entered here is permanent. If you enter the system again on the same day, you must remove this value in the box, or your session will close immediately! (You have approximately two minutes to do this.)

Blocking access to the system

If the **NOTAVAIL.TXT** file is found in the *CUSTOM* directory of the **Umana** system, all access to the system will be blocked. The content in the NOTAVAIL.TXT file will appear for a few seconds, and then the program will end.

Therefore, to block new access, create a file called NOTAVAIL.TXT using text software. Enter the reason for system unavailability and the time when it can be accessed once again.

Access log

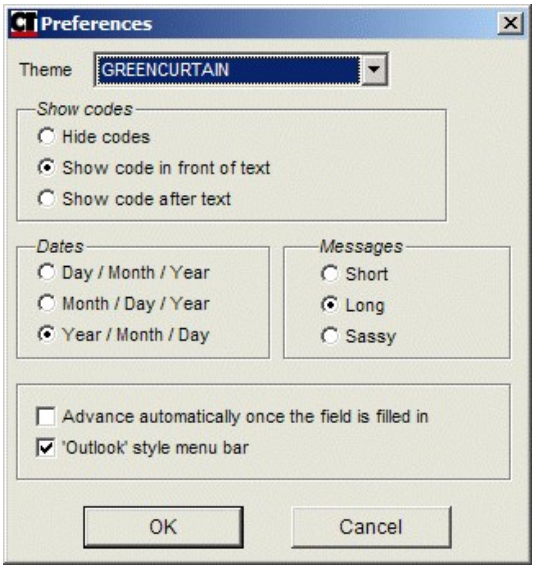
A short report is available to display all users who have access to the system. To print, from the **Print | System** menu, select the **Access Log** report.

The sessions are saved in the LOG file.

Preferences

To open this window and change your preferences, click the **Preferences...** option on the **System menu** .

These preferences apply only to you or your work station (depending on the installation).



Theme

This text zone allows you to select the appearance and colours of the main window, shortcut bar and certain input windows. Press to see the list of predefined themes.

Show codes

This option enables you to display or hide the codes in the contextual help and dropdown lists.

Dates

The date is saved in a standard format that is independent of the way it is displayed. With this option you can select the format in which dates will be displayed and viewed.

Messages

Three types of messages are possible. This option is used to select the style of messages that you prefer.

The last type of message is designed for users who prefer to use a humorous style. If you prefer a more conservative approach, choose one of the first two types.

Advance automatically once the field is filled in
Check this box to automatically go to the next field once the last character has been typed. If this box is not selected, you will have to press one of the tab buttons or the Enter key to continue.

Outlook-style menu bar
Check this box to display a shortcut bar in the main window.

Security and Access Rights

Home > Concepts and processes > System Administration: Concepts > Security and Access Rights

In this chapter

Module: Users
Definition of users, roles and access rights

Options: Security
Parameters for the Security module

General Concepts

Home > Concepts and processes > General Concepts

In this chapter

Shared data
Thoroughly understanding the priorities for accessing data.

Shared Data: Concepts

Home > Concepts and processes > General Concepts > Shared Data: Concepts

Shared data

One record at a time
Unlike software like *MS-Word* and *Excel*, which operate on a copy of the file in full, **Umana RH** must access an extensive shared database. Therefore, generally speaking, when you save in **Umana**, you can only save one record at a time.

Before modifying
In order to avoid modifying incorrect data, click **Modify** to retrieve the most recent version of data and to open the record in *Modification* mode.

Simultaneous modifications

If you modify fields in a record, only the fields that have been modified will be saved. If (and only in rare cases) another user modifies other fields in the same record as you at the same time, this user's modifications will appear when you save your changes. If you and another user modify the same field, the value entered by the last user to save will be the one entered.

Giving a pay increase

Our company

Each company has its own procedures for giving raises.

Giving an increase

To give someone a raise, you must create a new "movement" for the employee. A movement is a record in the employment history, the JOBHIST file. A movement represents a change in status for the employee which comes into effect on a given date. Therefore, to award an increase, you must create a new movement for that employee with his new salary, and possibly-make certain other changes to his current status, such as a new job.

There are many ways to give an increase

Employment History module

This module lets you view and add movements for an employee, one person at a time. To give an employee an increase, add a new movement to his history.

Employment History: Mass Change Wizard

This wizard lets you add movements to several employees at the same time based on the rules you enter. For example, with it, you can give a percentage of increase for a group of employees selected.

The right way, in two steps

1. Update your rates table.

The rates table is dated. It can contain past, present and future rates. Add the new rates on the applicable date first, i.e.:

- "manually" in the rates window
- with Excel, in three steps: export the rates to Excel, modify them in Excel, and then import them into **Umana HR** using the new date.

2. Apply new rates (raises) to employees

The Apply New Rates wizard creates an increase (movement in JOBHIST) for different employees.

Exporting and importing with "Excel"

Exporting from and importing to the *Excel* spreadsheet provides maximum flexibility. (1) Create the Excel file using **Umana**; (2) enter the new salaries; (3) reimport the Excel file into **Umana** to create new movements.

See also

- *Employment history* - Module
- Import: raises (movements)

Hiring an employee: process

Your company
Each company has its own hiring procedures.

Before hiring
Hiring employees is one step in the process that begins with "recruiting" or "staffing."

The **Umana** *Staffing* module is in charge of the following:

- Opening the position to be filled
- Searching for candidates
- Selecting the right person
- Negotiating the salary

See also the *Skills management* module

Entering the hire in Umana

Enter the basic information
The hiring process may be different for each company.

Here is some typical information to be entered for a new employee.

Person module
Create a **new record** in this module. Enter the employee's personal information such as name, address, date of birth, etc. During this process, a unique ID number is assigned to the employee, either by you, or automatically by the system.

If it involves a **rehire**, find the employee's old file and update it.

Employment module
Create a **new movement** in this module. Enter a *hire movement* and the information regarding the new employee's employment, such as status, department, job title and salary.

If it involves a **rehire**, the last move will be the employee's last departure. Do not delete this movement; instead, add a new movement at a later date with a rehire movement.

Parameters: Payroll info
Enter all the information required for payroll, such as bank account number (for direct deposit), deductions and tax credits, etc. into Payroll info. This operation can be done by your Payroll department.

Optional information to be entered
Here are some other types of information you can enter in **Umana**:

Medical file module
Enter all relevant information into the employee's medical file, which is part of the Health and safety module.

- Information on the emergency contact person such as name, telephone number, etc. are found under the ***Emergency*** tab of the Person module , which also allows access to the medical file.

Skills module

Enter the information on the employee's educational background such as education, degrees, schools, etc. via the ***Seniority*** tab of the Person module, which also allows access to the Skills development module.

> Depending on the new employee's status and job title, he/she could require **orientation or training**. Enter information on the **skills to be acquired** via the ***Targets*** table of the Person module, which also allows access to the Skills development module.

Benefits module

Via this module, enter the information on the **benefits** and **deductions** the employee is entitled to upon hire.

Also enter information on the employee's **dependants**, such as name of spouse, children, etc. via the Benefits module.

> This information is often helpful in determining the employee's eligibility for insurance plans and benefits.

Have the approval signed

It is often necessary to print out the hiring form and have it signed.

Other requirements

Equipment needs

Data entry is only one step in the hiring procedures. Each new employee may require material resources. It is rarely up to human resources to see to these material requirements. This is why coordination is essential.

For example, the new employee could require the following:

- An office and a phone
- A computer and network access code
- Badge
- Parking space
- Uniform
- Business card
- Etc.

Probation period

This is the period during which the new employee is hired on a trial basis.

> See also
> - *Person*: module
> - *Employment history*: module
> - Staffing: module
> - *Skills development*: module

Doing payroll: process

Preparing payroll is a complex, meticulous process. Here is a summary of steps to be followed and tools provided by **Umana**.

Payroll process

Each company has different payroll procedures, notably the following:

- **How hours are entered.** Some companies enter hours via time sheets, while others import them from a time clock or other system.
- **How to calculate net pay.** Net pay can be calculated by **Umana HR**, or it may be processed by an external service with an interface to **Umana**.

On this page

- 1. Updating employee files
- 2. Entering, importing or generating hours worked
- 3. Control quality
- 4a. Exporting a file (for external net pay)
- 4b. Calculating net pay (integrated **Umana** net pay)
- 5. Finalizing pay

See also:

- Visual overview of payroll

1. Updating employee files

This is clearly an ongoing process that is independent from payroll. It is important, however, for employee files-especially salary-to be up to date before the payroll is done.

- Employee file
- Employment history: status, salary
- Payroll information: bank account, statutory deductions, etc.
- Benefits

Here are some reference tables that are crucial to doing payroll:

- Rates table
- Pay calendar

2. Entering, importing or generating hours worked

Here are some ways to gather or enter hours:

- Time sheet
- Import in Attendance detail - **Umana** provides a generic import function from Excel (.xls), as well as customized imports from time clocks and other systems.

If only the exceptions are entered, you will need to create regular working hours. This tool can also generate monthly or semimonthly salaries.

- Generation of salaries

3. Control quality

Many reports are available from the **Print | Gross pay** menu. They are described in the Gross pay control tools section.

To make corrections to gross pay, use the Attendance detail window.

4. Calculating net pay

There are two separate ways to calculate payroll:

1. Export to an external payroll service, e.g. MediSolution's MediPay.
2. Use the integrated net pay in **Umana**

4a. Exporting a file (for external net pay)

If you use an external payroll service, in **Umana** you will create (export) a transaction and changes file via the Export to net pay interface.

This file is then read (imported) by your net pay provider. Ask your provider for more details.

Usually, the external payroll system lets you import this file in *test* mode. The net pay validates it and gives you the results (totals), but without finalizing it.

Once the file is imported to net pay, print a summary report from your net pay system. Validate the total hours and dollars by earning code (option) with the total in **Umana**. The **Earnings by option** report is specifically designed for this audit.

Once everything adds up, finalize the payroll in your pay system. Otherwise, make the desired corrections and restart the process.

4b. Calculating net pay (Umana HR net pay)

If you use **Umana** net pay, you will first have to calculate net pay (temporary). Afterwards, you will have to print the net pay summary reports and compare with the gross pay reports.

The net pay reports are available via **Print | Net pay** from the menu bar and include, among others:

- Net summary breakdown
- Payroll journal by Entity1
- Remittances (summary)

Transactions generated at time of payroll

Some transactions in "Attendance detail" (TIMEDT file) may be generated during the net pay calculation or the export to an external pay service.

These transactions are linked to the time banks when the bank's rule specifies entitlement calculated at each pay period. The transactions may be only deposits in the time banks, or they may be paid to the employee. The paid-out transactions are usually vacation paid to casual employees at each pay.

These transactions are in a temporary file (ADJUST) and are visible in the Attendance detail window, under a fifth tab (at the bottom) called "Temp." They are combined with regular transactions (TIMEDT) when payroll is finalized. If you redo the payroll without finalizing it, these transactions are created again.

5. Finalizing pay

The finalization step applies to both **Umana** net pay and to the export via external pay.

5a. Finalizing Umana net pay

This step records the gross pay transactions with the pay period number. It also transfers the payroll transactions into a permanent file.

To finalize payroll, open the period in the pay calendar, click the **Tools** icon and select "Finalize pay." In the calendar window, the icon for the period turns green once payroll is finalized.

- Before finalizing pay, you can redo the net pay calculation with no problems. Each new calculation will overwrite the previous one.

Once payroll is finalized, do the following:

- Create the direct deposit file
- Transfer it to your bank

You should also print the various net pay reports, such as:

- Payroll journal - brief
- Payroll journal by employee
- Payroll journal by Entity1
- Breakdown of net pay
- Remittances (detail)
- Payroll files

5b. Finalizing external net pay

This step records the gross pay transactions with the pay period number. It also turns off the change indicators in the employee files, so that the same changes are not exported to net pay.

See the update after payroll.

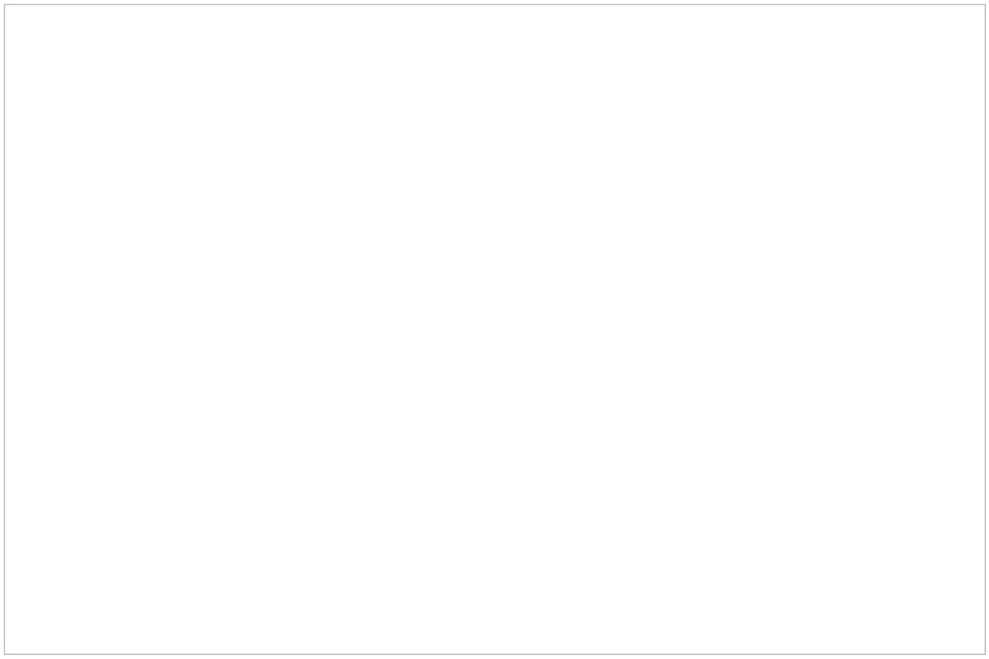
See also
- Doing payroll - Concepts
- *Payroll*: module

Payroll: visual overview

Overview

Payroll involves three types of information:

1. Employee HR files *(yellow boxes)*
2. Gross pay, which is entirely managed by **Umana HR** *(green boxes)*
3. Net pay *(blue boxes)*



Data

***PERS** - Person* - information identifying the person.

***JOBHIST** - Employment (Employment history)* - employee status and movements.

***TIMEDT** - Gross pay* - follow-up of employee attendance. As presences and absences go together, this module is closely linked to the *Payroll* module.

***TIMETMP** - Time sheets* - hours not carried over; once carried over, they will be transferred to the TIMEDT gross pay file. The time sheets are only one possible source of payroll transactions.

***BENEFIT** - Benefits, Deductions* - benefit plans, e.g. group insurance plans, dental plans.

***PRPAR** - Payroll parameters* - bank account number, income tax deductions, etc.

***TEMPPAY** - Payroll calculated before being finalized* - the format of this file is the same as the PAYDT file, and the reports can be executed from either one of these files.

PAYDT - Net pay history - payroll details for each employee, e.g. pay stub.

Operations

Carry over time sheets

Time sheet data is saved in the TIMETMP file until it is approved and carried over. The carry-over transfers the data to the TIMEDT file. Afterwards, it is available via the *Gross pay* module and can no longer be modified in the time sheet.

Access the *Time sheets* via the **Data | Attendance, Gross pay | Time sheet...** main menu or the **Payroll** navigation pane.

Pay calendar

Net pay is divided into pay groups or pay periods, depending on your pay calendar. The PAYNO file contains the pay calendar. This module is the net pay point of entry.

Access the *Pay calendar* window via the **Data | Net pay | Pay calendar...** main menu or the **Payroll** navigation pane.

Click the **Tools** button to access the various operations.

Generation of salaries

This operation creates standard transactions in gross pay for employees; regular, recurring hours or amounts. There is an option to undo these transactions. The transactions created use the salaries and hourly rates of employees as recorded in their JOBHIST employment files.

This operation is accessible via the **Data | Attendance, Gross pay | Generate salaries...** main menu or via the **Tools** button of the *Pay calendar* window.

Net pay calculation

This operation calculates net pay based on gross pay TIMEDT. The results are saved in the TEMPPAY temporary file. It takes into consideration the benefits and deductions specific to the employee based on the BENEFIT file and payroll parameters in PRPAR.

- This operation is accessible via the **Tools** button of the *Pay calendar* window, **if you opted for the *Net pay with Umana* option**.
- You can modify the temporary calculations in TEMPPAY before finalizing them (next step).
- Should you use a net pay other than **Umana**, this operation and those that follow are replaced by an export: creation of a file to be exported to your net pay system. This interface file encloses information from gross pay TIMEDT, and employees' personal and employment files PERS, JOBHIST and PRPAR, as well as the BENEFIT benefits file.

Finalize temporary pay

This operation transfers the TEMPPAY temporary pay transactions to PAYDT net pay and marks the transactions in gross pay in order to save a history.

This operation is accessible via the **Tools** button of the *Pay calendar* window, **if you opted for the *Net pay with Umana* option**.

Create a direct deposit file

This operation transfers the PAYDT net pay transactions to a direct deposit file.

This operation is accessible via the **Tools | Export | Direct deposit of net pay**, **if you opted for the *Net pay with Umana* option**.

Modules

Home > Modules

Overview of Umana Modules

The **Umana** system consists of many modules. Since a module may be difficult to categorize, it may appear in more than one list.

These modules are available by selecting **Data** from the menu bar or by using the navigation pane.

Person - Basic Information

- Person - His personal information: name, address, birth date, etc.
- Employment history - His movements and actual status
- Medical file - His medical file and his emergency contacts
- Skills - His training, degrees, career before being hired, etc.
- Dependants - His dependants
- Payroll info - His deductions, bank accounts

Company - Codes, plans, rules and policies

- Reference tables - Various reference tables, data tables
- Organizational structure - Organizational structure of the main structure
- Jobs - Job titles in the company
- Positions - Occupied and vacant chairs
- Schedules - Standard work schedules
- Options - System configurations
- Users - Security control and access rights
- **Remuneration**
  - Remuneration plans - Plans and rules
  - Rates table - Keys and rates
  - Time banks - Plans and enrollments
  - Benefits - Plans and enrollments

Attendance and pay

- Time sheets - Input of hours worked, hours absent, etc.
- Time banks - Plans and enrollments
- Gross pay and attendance detail - Gross pay transactions, presences and absences
- Benefits - Plans and enrollments
- Net pay calendar - Periods of net pay
- Payroll processing - Steps for the generation, calculation and final processing of the payroll
- Details of net pay - On-screen pay stubs
- Employee payroll info - Basic deductions, bank accounts
- Pay interfaces - Exporting to an external pay system
- Counters - The rules for filtering and totalling earnings

Events

- Events - Information on grievances, disciplinary measures, performance appraisal and other events.
- Accidents and incidents - Information on accident reports
- Training - Enrollments of employees in training given at the company

Health and safety

- Medical file - Medical information and emergency contacts
- Accidents and incidents - Information on accident reports

Skills development

- Skills - The skills of the employee
- Training - Training given at the company

Staffing

- Position opening - Definition of position openings
- Candidates - Bank of internal and external candidates
- Selection process - Criteria for and selection of a candidate for a position opening

Management tools

- Alarms - Definition of alarms, actions to take
- Mass updates - Movements affecting a group of employees
- Options - System configuration
- User - Security controls and access rights
- Expressions generator - Construction of expressions for a report, a selection, a calculation
- Reports - Creation and modification of your reports
- Imports and exports - Data transfer
- Counters - Rules for filtering and totalling transactions

Benefits: module

Overview

The ***Benefits*** module manages the plans, deductions and insurance plan enrollments, certain other benefit plans, as well as the enrollment of dependants.

> Withholdings and remittances are calculated and sent to the *Payroll* module. Dates and eligibility rules will be applied automatically, with a notice to the people affected.

This module allows access to the **time bank management** module.

Data

The management of benefits and deductions involves three submodules:

- *Benefits* submodule - to enter the **enrollments in the various plans**
- *Dependants* submodule - to enter the **Dependants**
- *Plans: Benefits* submodule - to enter the **plans** and **rules** associated with benefits

Time benefits management involves three files:

- BENEFIT file, which contains employees' **enrollments to benefits and deductions**
- DEPEND file, which contains information about employees' dependants

- BPLAN, which contains time benefit/deductions **rules and policies**

Operation

To access the *Benefits* input screen:

Data | Benefits, Deductions | Enrollments... main menu
Benefits | Benefits navigation pane

To access the *Dependants* input screen:

Data | Benefits, Deductions | Dependants... main menu
Benefits | Dependants navigation pane

To access the *Plans: Benefits* input screen:

Data | Benefits, Deductions | Plans... main menu
Benefits | Plans: Benefits navigation pane

See also
Module overview
Benefits reports available
Configurable options
Related tables

Benefits: concepts

Home > Modules > Benefits: module > Benefits: concepts

On this page

- Overview
- Net pay
- Benefit plans
  - Benefits: plan enrollments
  - Dependants

Overview

The *Benefits* module defines **benefit plans** and enrolls eligible employees. This module is also used for various types of **deductions**, such as union dues, employee loans or advances, alimony and child support, wage garnishment, pension plans, etc.

Managing benefits includes the following:

- Defining benefit plans
- Entering employee benefits under these plans
- As applicable, enrolling employee dependants

Net pay

If your company uses an **external net payroll** service, **Umana HR** can calculate and send all the required deductions for each of your employees.

If your company uses **Umana**'s integrated net pay system, the plans and enrollments are used directly by the net pay module to

calculate the deductions. From the enrollment window, you can view the deduction history.

You can also generate reports on employee enrollments and terminations in the plans.

The **Umana** system is equipped with an import/export interface connecting **its** benefits module to other systems such as those used by insurance companies or actuaries.

So, if your benefit plans are managed by a third party, you can still import the bonuses periodically to transfer them to the net pay system. Conversely, the external management system will be notified by the **Umana** export interface of any changes to the employee file that affects benefits.

This interface allows you to integrate **Umana** to your company's other systems.

Plans

The **benefit plans** define the benefits offered, eligibility and calculation rules. These plans use formulas to define eligibility, coverage and premiums. The system applies these formulas to each individual and determines the list of eligible employees, coverage and corresponding premiums.

These formulas use information such as employee salary, status, etc. When the status changes, the expressions that define the formula are re-evaluated and the individual plan updated accordingly.

The expressions generator will automatically be displayed to the user to fill out all the fields, all the generic functions (e.g. salary, seniority, age) and all the criteria that play a role in the formulas to be generated.

Benefits: plan enrollments

Details regarding the enrollment of each employee in each plan are saved in a record (one record per employee per plan in which he/she is enrolled) including previous (historic) and future enrollments. This record is the link that connects the employee to a specific plan. It designates the following:

- Plan enrollment start and end dates
- Coverage amount
- Premium
- Other options

When enrolling an employee in a benefit plan, you can select a few options and manually replace already-calculated amounts or update the various plans.

The **Umana** system can manually or automatically update the procedures for enrolling employees in one or more benefit plans. You can also do an update when the employee's status changes. An alarm may be triggered when it is time to make a change, and a confirmation will be required for the change to be carried out.

- When it is time for an employee to be enrolled in a program, the system can do it automatically or else notify you to do it.
- Automatic actions and messages are governed by the *Alarms* module. Requirements in terms of alarms are defined in the benefits module.
- The automatic enrollment option also takes effect when the status of an employee is changed to make him/her eligible for a certain plan (whether you have specified a date or not).
- The enrollment comes into effect in accordance with a certain date determined by a formula. If the expression evaluates the formula at today's date (or a previous date), the employee is immediately eligible.

Dependants

The **Umana** system allows you to enter dependants, document their general information and specify their relationship with the employee.

See also
Benefits: module

Benefits: input screen

To access the ***Benefits and deductions: enrollments*** window, select:

Data | Benefits, deductions | Enrollments... from the menu bar

Click the button on the **Benefits** navigation pane.

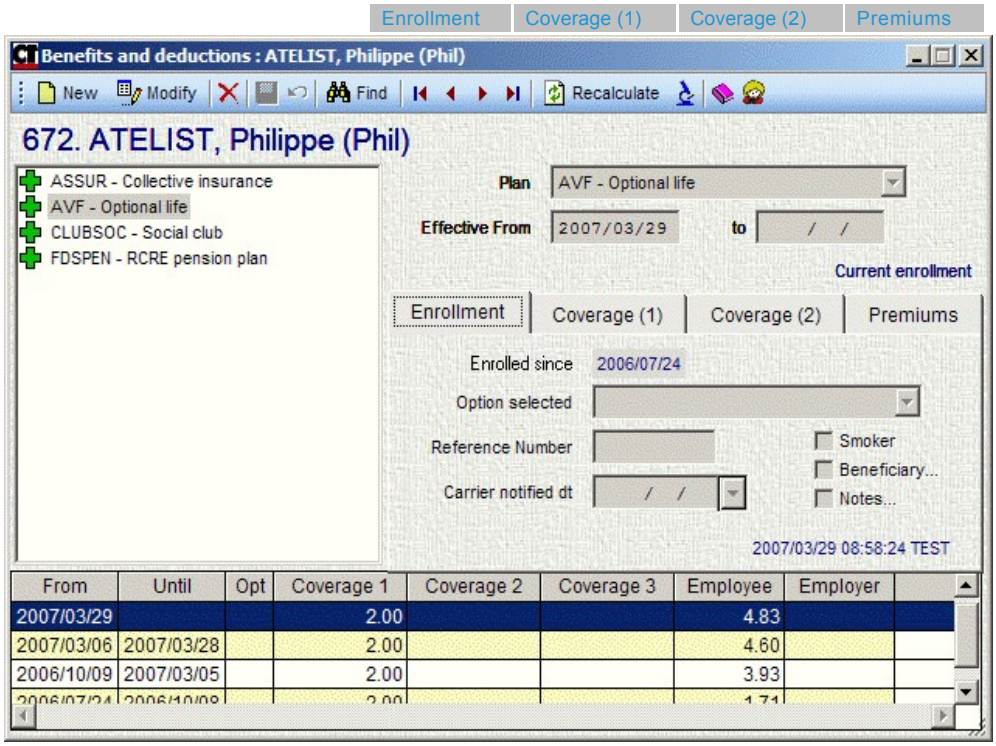
Click to recalculate the rates as per plan formulas.

Click to display source deduction details.

Click to display the *Benefits plans* window.

Click to display the *Dependants* window

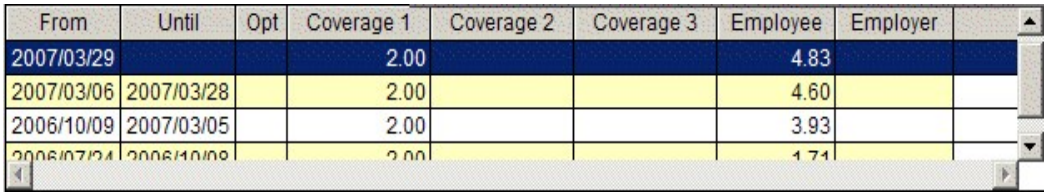
Benefits enrollments



Label	Internal name	Meaning
Plan	B_PLANID	Plan ID
Effective from	B_EFFDT	Date of start of enrollment
to	B_ENDDT	Date of end of enrollment

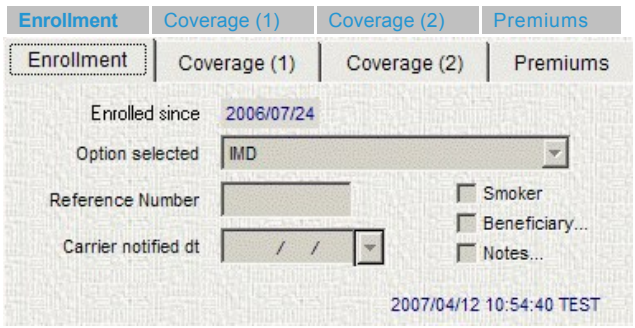
The left part of the window displays the list of benefits plans in which the employee is enrolled.

The view window at the bottom of this screen is used mainly if you are working on a benefits plan. It contains the plan's entire history. Click on the line you want to see and the system will display the corresponding file.



From	Until	Opt	Coverage 1	Coverage 2	Coverage 3	Employee	Employer
2007/03/29			2.00			4.83	
2007/03/06	2007/03/28		2.00			4.60	
2006/10/09	2007/03/05		2.00			3.93	
2006/07/24	2006/10/08		2.00			1.71	

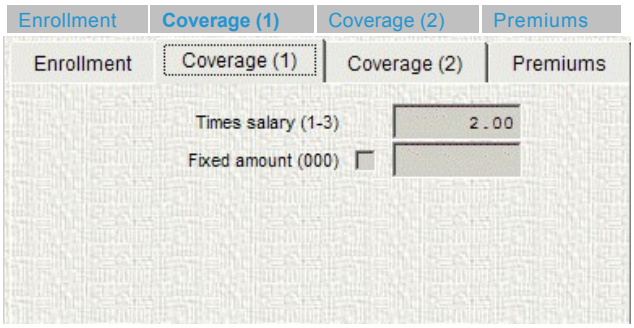
At the start, this window displays the plan's current status, and this record is found on the last line of the view window. To view the previous records, use the keyboard arrows or mouse to go up or down.



Label	Internal name	Meaning
Enrolled since	B_ENROLDT	Date enrolled
Option selected	B_OPTION	The type of coverage selected (e.g. Family, Individual)
Reference number	B_REFNO	Policyholder's reference number
Carrier notified dt	B_NOTIFDT	Date sent to carrier
☐ Smoker	E_SMOKER	Check this box to specify whether the employee smokes
☐ Beneficiary...	B_BENEFIC	Check this box to enter the list of beneficiaries
☐ Notes...	B_NOTES	Check this box to enter free text

Go back to the *Plans: Benefits and deductions: Enrollments* window

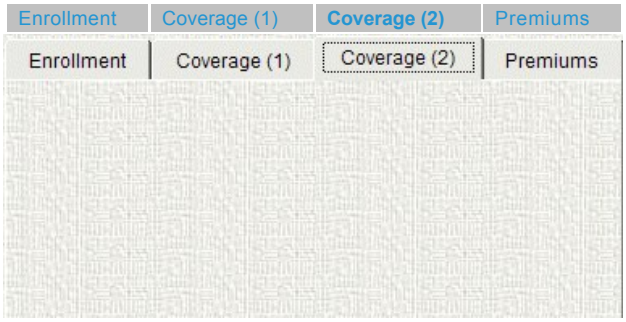
---



Label	Internal name	Meaning
Option 1	B_VAL1	Value of plan's first option
Option 2	B_VAL2	Value of plan's second option

Option 3	B_VAL3	Value of plan's third option
Option 4	B_VAL4	Value of plan's fourth option
Option 5	B_VAL5	Value of plan's fifth option

Go back to the *Plans: Benefits and deductions: Enrollments* window



Label	Internal name	Meaning
Option 6	B_VAL6	Value of plan's sixth option
Option 7	B_VAL7	Value of plan's seventh option
Option 8	B_VAL8	Value of plan's eighth option
Option 9	B_VAL9	Value of plan's ninth option
Option 10	B_VAL0	Value of plan's tenth option

Go back to the *Plans: Benefits and deductions: Enrollments* window

Label	Internal name	Meaning
Employee share | Premium	B_EPEPREM	Premiums paid by employee
Employee share | Total	_____	Total paid by employee for the selected period
Employee share | Balance	B_BALANCE	Balance of premiums to be paid by employee
Employer share | Premium	B_EPRPREM	Premiums paid by employer
Employer share | Total	_____	Total paid by employer for the selected period
Employer share | % Sales tax	B_SALETAX	% of applicable sales tax

Go back to the *Plans: Benefits and deductions: Enrollments* window

See also
- *Benefits*: module
- Benefits: concepts

Dependants: input screen

To access the ***Dependants*** window:

Data | Benefits, deductions | Dependants ... from the menu bar

Click the button on the **Benefits** navigation pane.

When enrolling a new dependant, all the fields marked with an are **mandatory** and must be filled out.

Label	Internal name	Meaning
First name	DP_FNAME	First name of dependant
Last name	DP_LNAME	Last name of dependant
Address	DP_ADDR1, DP_ADDR2	Address of dependant
City and Province	DP_CITY, DP_PROV	City and province of dependant
Country	DP_COUNTRY	Country of dependant
Postal code	DP_POSTCD	Postal code of dependant
Telephone	DP_PHONE	Telephone number of dependant
Relationship	DP_RELATN	Relationship with dependant
S.I.N.	DP_SIN	Social insurance number of dependant
Sex	DP_SEX	Sex of dependant
Language spoken	DP_LANG	Language spoken by dependant
Birth date	DP_BIRTHDT	Date of birth of dependant

Insured	DP_INSURED	Check this box to specify that this dependant is insured
Notes...	DP_NOTES	Check this box to enter free text
Smoker	DP_SMOKER	Check this box to specify that this dependant smokes

See also
Benefits: module
Benefits: concepts

Benefit plans: input screen

Home > Modules > Benefits: module > Benefit plans: input screen

To access the ***Plans: Benefits*** window, select:

Data | Benefits, deductions | Enrollments... from the menu bar

Click the button on the **Benefits** navigation pane.

For new plan enrollments, fields marked with an are **mandatory**; they must be filled out.

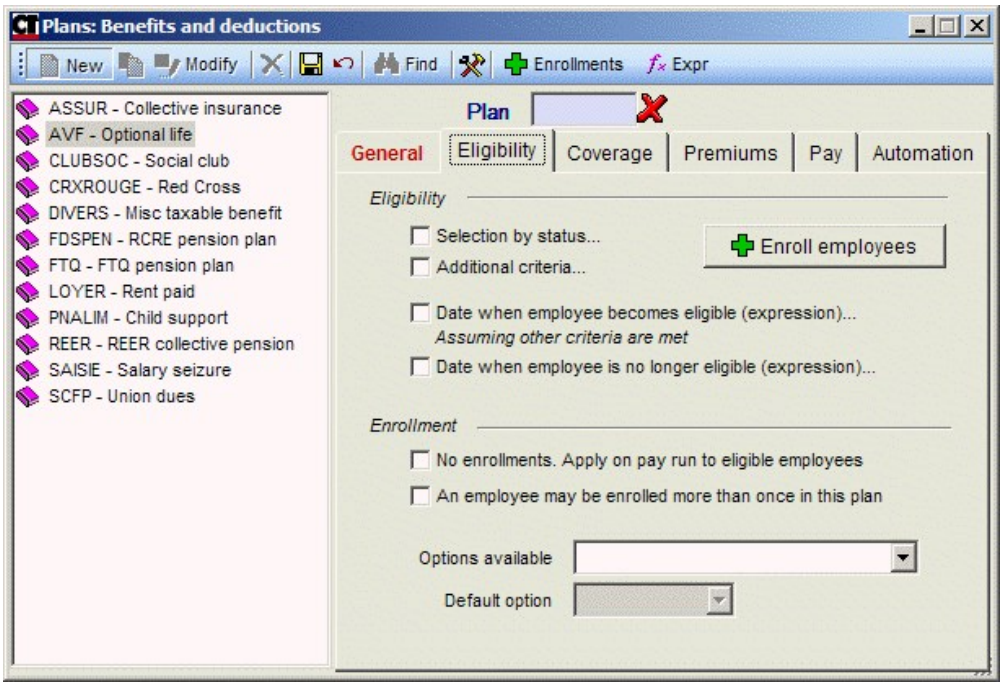
Click to display the list of employees enrolled in this plan.

Click to display the Dated expressions window.

Click to do the following:

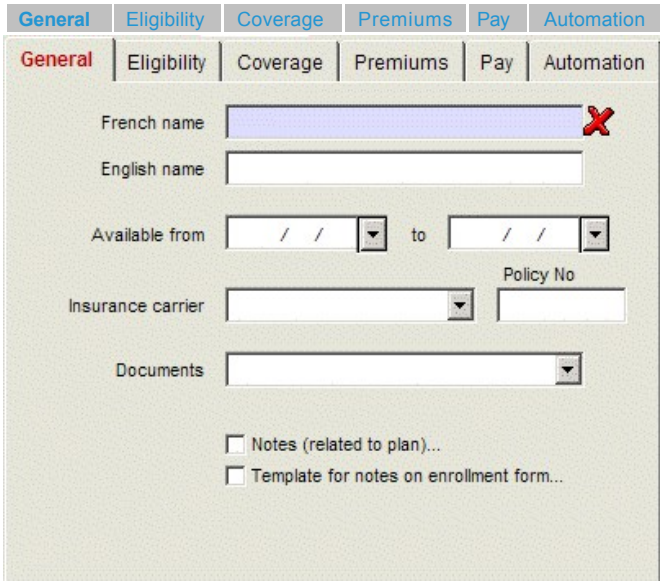
- Enter currently eligible employees
- Update employee enrollments, coverage and premiums
- Transfer employees to a new plan

General | Eligibility | Coverage | Premiums | Pay | Automation



Label	Internal name	Meaning
Plan	BP_PLANID	Plan ID

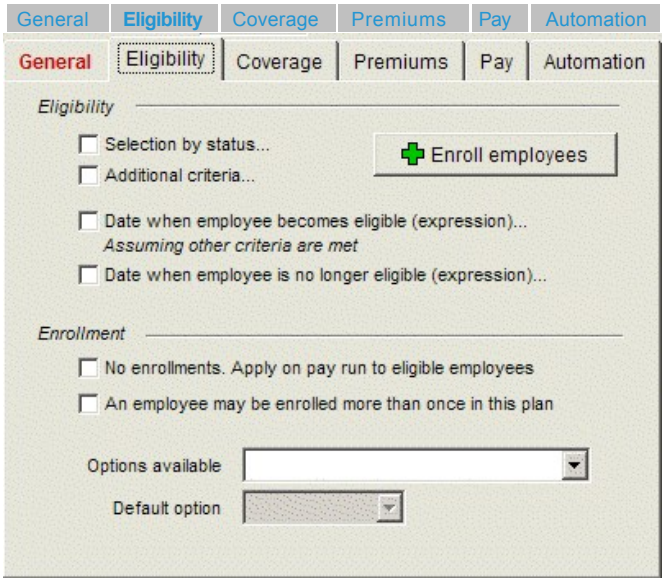
The left part of the window displays the list of benefit plans.



Label	Internal name	Meaning
French name	BP_NAMF	French name of plan
English name	BP_NAME	English name of plan
Available from	BP_EFFDT	Date plan is available
to	BP_ENDDT	Date plan is no longer available

Insurance carrier	BP_CARRIER	Insurance company offering the policy
Policy No.	BP_POLICY	Number of insurance policy
Documents	_____	To keep all relevant documents
☐ Notes... (related to plan)	BP_NOTES	Check this box to enter free text
☐ Template for notes on enrollment form...	BP_NOTETPL	Check this box to create a template for notes on the enrollment form

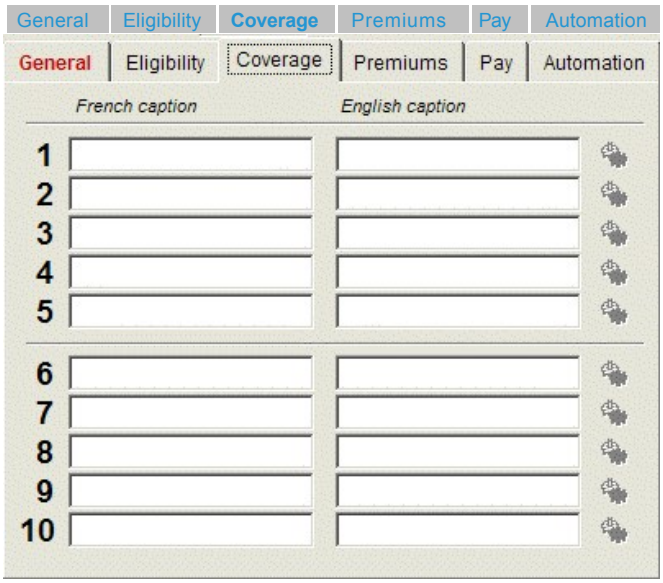
Go back to the *Plans: Benefits and deductions* window



Label	Internal name	Meaning
☐ Selection by status...	BP_SELECT	Check this box to make a selection
☐ Additional criteria...	BP_CRITER	Check this box to add other criteria
☐ Date when employee becomes eligible...	BP_EFFDT	Check this box to enter an enrollment date
☐ Date when employee is no longer eligible...	BP_ENDDT	Check this box to enter a termination date
☐ No enrollments	BP_NOENROL	Check this box to ignore enrollments
☐ An employee may be enrolled more than once in this plan	BP_REPEATS	Check this box to allow more than one enrollment
Options available	BP_OPTIONS	Plan options
Default option	BP_DFLTOPT	Plan's default option

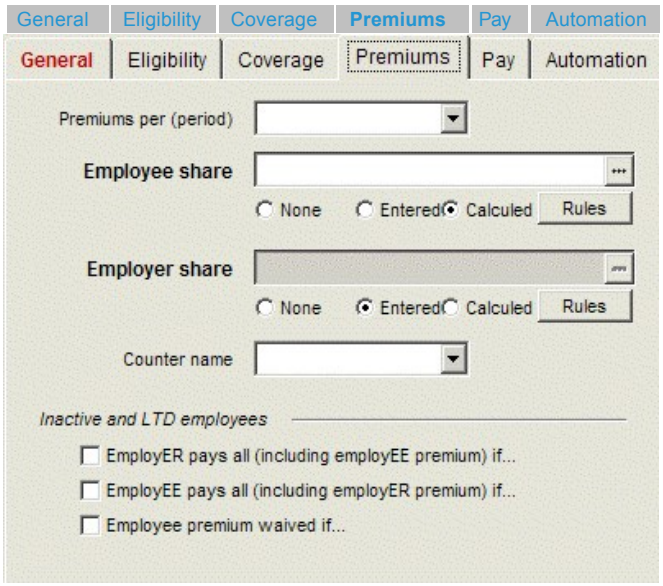
Click Enroll employees to display the wizard to help you enroll employees in a benefit.

Go back to the *Plans: Benefits and deductions* window



Label	Internal name	Meaning
French labels	BP_VAL1F, BP_VAL2F, BP_VAL3F, BP_VAL4F, BP_VAL5F, BP_VAL6F,BP_VAL7F, BP_VAL8F, BP_VAL9F, BP_VAL0F	French labels of enrollment form values
English labels	BP_VAL1E, BP_VAL2E, BP_VAL3E, BP_VAL4E, BP_VAL5E, BP_VAL6E,BP_VAL7E, BP_VAL8E, BP_VAL9E, BP_VAL0E	English labels of enrollment form values

Go back to the *Plans: Benefits and deductions* window

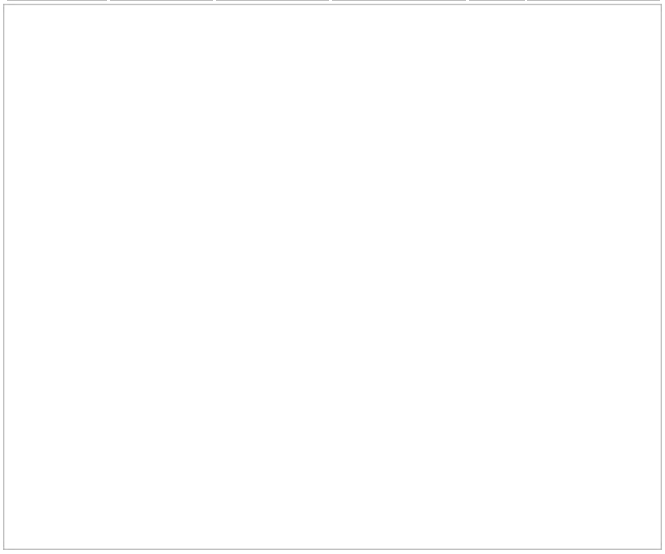


Label	Internal name	Meaning
Premiums per (period)	BP_PERIOD	Premium payment frequency
Employee share	BP_EPEPREM	Rule to calculate employee share
Employer share	BP_EPRPREM	Rule to calculate employer share

Transaction counter	BP_TCNT	Counter used to add up transactions
☐ EmployeR pays all if...	BP_EPRALL	Check this box to specify that the employer pays all when the condition is met.
☐ EmployeEE pays all if...	BP_EPEALL	Check this box to specify that the employee pays all when the condition is met.
☐ Employee premium waived if...	BP_EPEWAIV	Check this box to specify that the employee does not pay anything when the condition is met.

Go back to the *Plans: Benefits and deductions* window

General | Eligibility | Coverage | Premiums | **Pay** | Automation

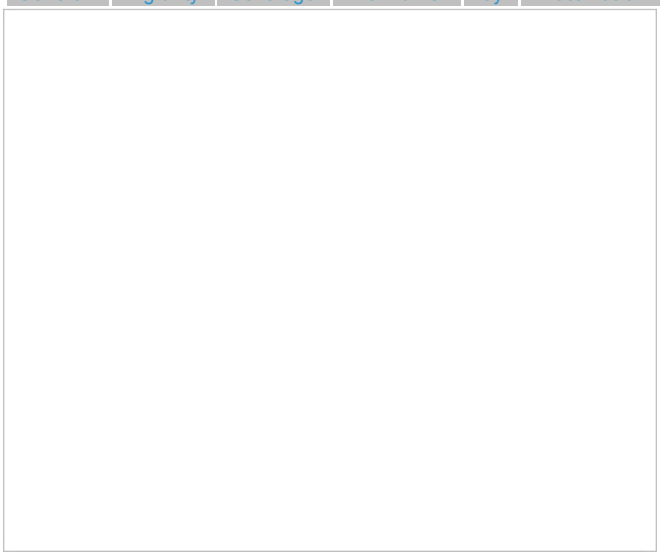


Label	Internal name	Meaning
Pay cycles when applicable	BP_CYCLE	Pay cycle
Priority	BP_PRI	Priority of application number
Code for pay export: Employee share	BP_TRANCDE	Transaction code used in payroll interface to send/save employee share
Code for pay export: Employer share	BP_TRANCDR	Transaction code used in payroll interface to send/save employer share
G/L payables account	BP_GL	Payables account used to export to General Ledger.
Taxable amounts...	BP_DEDSTAT	Check to specify the rule to use to calculate the taxable amount of each statutory deduction (federal and provincial taxes, CPP, QPP, EI, HSF, QPIP)
% sales tax	BP_SALETAX	Rule for calculating applicable sales tax
☐ Included in the rate	BP_SALETXI	Check this box to specify that the rate includes taxes
☐ Recalculate the rates on employee's birthday	BP_AGESENS	Check this box to specify that the rate depends on age
☐ Premiums are calculated by the payroll system	BP_PRCALC	Check this box to specify that the calculations are done by the payroll system
☐ Update the employee file after	BP_RECALC	Check this box to recalculate at each pay
☐ Calculate each week separately	BP_BYWEEK	Check this box to generate transactions every week

☐ Pay out the employer's share to the employee	BP_EPRPAY	Check this box to pay out employer share
☐ Process arrears on unpaid amounts	BP_ARREARS	Check this box to carry forward arrears

Go back to the *Plans: Benefits and deductions* window

General | Eligibility | Coverage | Premiums | Pay | **Automation**



Label	Internal name	Meaning
☐ Enroll automatically	BP_EFFAUTO	Check this box for automatic enrollments
☐ Enroll confirmation	BP_EFFCONF	Check this box to require a confirmation of enrollment
☐ Create enrollment as soon as employee meets eligibility criteria except for the date, with a future date	BP_PROLONG	Click this button to use an extension date
☐ Create enrollment N days before the calculated eligibility date	BP_EFFDAYS	Click this button to enter the number of days
☐ Terminate automatically	BP_ENDAUTO	Check this box for automatic terminations
☐ Require confirmation	BP_ENDCONF	Check this box to require a confirmation of termination
Send a warning N days before the calculated end date	BP_ENDDAYS	Number of days before enrollment to trigger alarm
☐ Update automatically	BP_UPDAUTO	Check this box to update automatically
☐ Require confirmation	BP_UPDCONF	Check this box to require an update confirmation

Go back to the *Plans: Benefits and deductions* window

See also
Benefits: module

- Benefits: concepts
- Benefits: options

Time banks: module

Overview

The ***Time banks*** module manages the time banks, i.e. vacation banks, sick leave and overtime banks.

Plans and bank types

Umana allows up to nine bank types. Each employee can have (a maximum of) one bank of each type. Often, certain banks are reserved for certain groups of employees.

The attendance plan defines the rules governing eligibility, deposits and withdrawals, carrying forward to the next year, etc.

You can define several different plans for the same bank. For example, the vacation plan for executives could be different from that for unionized workers.

Deposits and withdrawals

- **Deposits** are entitlements (deposited by the employer) and overtime hours worked (deposited by the employees themselves).
- Bank **withdrawals** are recorded employee absences. The hours or money in a bank can be cashed (paid to the employee).

Deposits and withdrawals are entered and saved in the *Attendance detail* module. They can be entered in the time sheet or the *Attendance detail* window. For each type of transaction, an indicator shows which time bank to credit or debit.

Data

Time bank management involves four files:

- **TIMSUM** file, which contains employees' **time bank** balances
- **TIMEDT** file, which contains time bank **deposit and withdrawal transactions** (the same file is used for gross pay)
- **APLAN**, which contains time bank **rules and policies** (there may be several **plans**)
- **JOBHIST**, which contains the employee's status and the attendance plans he/she belongs to (employee **eligibility** for a time bank depends on his/her status)

See the illustration of the four files.

Operation

Input screens

To access the *Time banks* input screen:

- **Data | Attendance, gross pay | Time banks...** menu bar
- **Benefits | Time banks** navigation pane

To access the *Attendance detail* input screen:

Data | Attendance, gross pay | Attendance detail... menu bar
Payroll | Attendance detail navigation pane

To access the *Plans* input screen:

Data | Attendance, gross pay | Plans... menu bar
Benefits | Plans: banks navigation pane

To access the *Job* input screen:

Data | Job... main menu
Person | Job navigation pane

See also
Module overview
Time banks: concepts
Time banks: units
Time banks: how to use
Attendance reports available
Configurable options
Related tables

Time banks: concepts

On this page

- Overview
- Data and windows
- Processes

Overview

A time bank is similar to a personal bank account in which the employee (or employer) deposits time that the employee will be able to use later.

Bank types

Up to nine bank types can be defined for a company. Usually, a company has at least three types of banks: a vacation bank, a sick leave bank and an overtime bank.

Each employee can have a bank (an account) for all or none of the types, depending on his/her eligibility.

The bank types are defined in the TIMEBANK table for the entire company.

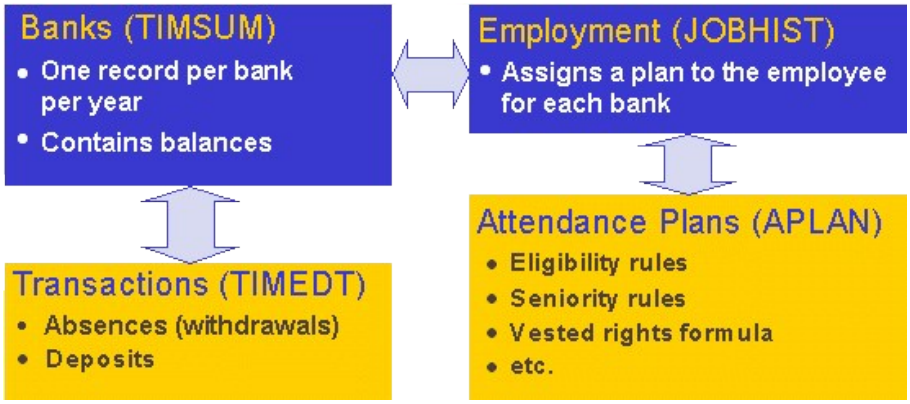
Time bank units of measurement

Time bank units can be expressed in hours, days or dollars. A bank can also use two units at the same time; hours and dollars, or days and dollars.

The units of measurement depend on the type of bank, not on the plan itself. All banks of type 1 are therefore managed based on the same unit.

Data and windows

The management of time banks involves four different windows and files.



1. Bank balances - TIMSUM

☐ *Time bank* window
☐ TIMSUM file

Employee bank balances: there is one record per open bank per employee per year.

2. Deposit and withdrawal transactions (Gross pay) - TIMEDT

☐ *Attendance detail* window
☐ TIMEDT file

Bank deposit and withdrawal transactions use the same file as for gross pay.

- **Deposits**
  For vacation and sick leave banks, the employer makes deposits in employee banks. "Vacation entitlements" are based on the plan. For overtime banks, the employee deposits his/her overtime worked.
- **Withdrawals**
  Usually, an employee withdraws time from his/her bank for an absence. However, in other cases, the balance (or part of it) can be paid to the employee in cash, e.g. upon termination. Withdrawal transactions usually come from the time sheet or payroll.

3. Time bank plans - APLAN

☐ *Plans* window
☐ **APLAN** file

The company should define at least one plan for each type of bank. The plan contains the rules and policies for a bank, e.g. number of vacation days paid annually depending on employee seniority and eligibility for this plan.

4. Assigning plans to an employee - JOBHIST

☐ *Job* module
☐ JOBHIST file

Employee eligibility for a bank depends on his/her status, which also affects the plan applicable to each of his/her banks.

An employee who changes plans does not lose the balance of the bank in question. An employee may have no plan for a certain type of bank; this means that he/she is not eligible for this type of bank. However, there may be a balance in the employee's bank left over from a previous period when he/she had a different status.

☐ **Processes**

Employee is hired

When the employee is hired - or more specifically, when he/she changes status and becomes eligible for a particular bank - a movement is created in his/her employment history (**JOBHIST**).

- **Assigning the appropriate plan to the employee**
  For each type of bank, the system searches for a plan the employee is eligible for and assigns him/her to it. An employee who is not eligible for any plan is not assigned to his type of bank. If a change in status is involved and the employee used to be assigned to this bank, the movement is processed as a termination in this bank. (See below: Employee is terminated.)

  Based on the company's configuration, an employee can be assigned to other attendance plans in the Job module.

- **Vacation entitlement upon hiring**
  Vacation entitlements to be paid to the employee upon hiring are defined in the attendance plan of the Job module.

At the beginning of the year

The year is defined in the attendance plan. Different years may be defined for different plans. Individual years may even be defined for a plan, in which the start of the year can be different for each person.

- **Carry over to new year**
  At the beginning of the year, "time banks have to be carried over to the new year." This process creates a new record in the TIMSUM file for the new year and marks the record of the previous year as being "carried over." If there is a balance in the previous year's bank and if the plan allows balances to be carried over, the balance is then carried forward as the "opening balance" of the bank for the new year.

  Balances may be carried over to the new year in the following cases:

  - **A single person** - *Time banks* window, button
  - **All the people in a plan** - *Plans: time banks* window, button
  - **All employees** - **Tools | Maintenance | Attendance, payroll...** menu bar

At the beginning of the month

The system can also pay out vacation entitlements at the beginning of the month. For example,some companies give employees one day of sick leave per month worked. The rules are defined in the plan.

This payment can be on the first or last day of the month. The payments can be made at each pay instead of at each month.

Calculating net pay

Vacation entitlements are often paid during payroll calculations. Usually, they are either 4% or 6%, depending on seniority. These entitlements can be paid immediately or banked. In this case, they are often put in a reserve counter for the following year.

As for all deposits, these transactions become transactions in Attendance detail (TIMEDT). When payroll is generated or exported, these transactions are put in a temporary file (ADJUST); they are added to the other transactions (and accrued in the banks) when payroll is finalized. This same mechanism works for doing payroll with Umana or exporting it to an outside payroll provider.

Employee is at work, employee is away

Overtime hours worked and absences are usually entered in the time sheet and stored in the TIMEDT gross pay file. Time bank balances are updated automatically.

When an employee is away, he/she may be paid a different rate than straight time.

Employee is terminated

When an employee is terminated (and is not expected to return), his/her vacation bank balance is usually paid out in cash. You can use the termination wizard for assistance.

See also
- *Time banks*: Module
- Time banks: Plans
- Gross pay - Attendance detail: Module
- Termination wizard

Time banks: units

On this page

- Introduction
- Days versus hours
- Converting between days and hours
- HRSPDY() function
- Part-time employees
- Banks denominated in time and dollar units

Introduction

Each time bank (1-9) can be denominated in one of the following:

- Hours
- Days
- Dollars
- Hours and dollars
- Days and dollars

Time banks that use dual units are more complicated to manage, but allow many more possibilities.

Regardless of the unit selected for a bank, it will apply to the bank for all employees and plans concerned. For example, if you want to have a vacation bank in hours for a certain category of employees and one in days for another, you can use two different banks: 1. vacation hours and 2. vacation days. The two are of the same type, i.e. both are vacation banks.

Later on, if you want to **change the unit for a given bank**, **Umana HR** staff will be pleased to do it for you. It is not a simple process, and involves changes to your history and rules, as well as some other modifications.

As the conversion is fraught with pitfalls, choose the unit you wish to use to create banks carefully.

Days versus hours

The unit can be in days or hours, for banks in which the deposits and withdrawals are denominated in **hours**.

The most important differences between the day and hour units are with respect to

- displaying an employee's time bank,
- how the bank works when an employee's schedule changes.

The other differences are less significant, since it is very easy to convert days into hours, or vice versa, in order to include them in printed reports or pay stubs.

In general

- **Time banks in hours** are more accurate and useful for hourly employees and those on rotating shifts, particularly those who do not work the same number of hours each day.

  - An employee who works 40 hours/week and who has 40 hours (equivalent to 5 days) accrued in his/her time bank will still have 40 hours in it, even if he/she switches from a 40- to a 35-hour week. This will then be equivalent to 5.71 days.

Time banks in hours are also easier to understand and therefore easier to explain to employees on rotating or irregular schedules.

- **Time banks in days** are mainly useful for employees who may go from an 8- to a 7-hour-a-day schedule, and who must keep a constant number of days in their time banks.

  - An employee who works 40 hours/week and who has 5 days (equivalent to 40 hours) in his/her bank will always have 5 days in it, even after switching from a 40- to a 35-hour schedule. This will then be equivalent to 35 hours.

Through these examples, you can see the impact of entering data in days or in hours.

Converting between days and hours

For the vacation banks, you will probably have to convert hours into days or days into hours. This is because vacation entitlement deposits are usually in days (2 weeks = 10 days, 3 weeks = 15 days, etc.) and *withdrawals* are in hours (via transactions in the Attendance detail).

If a time bank is in days, **Umana** automatically converts deposit and withdrawal transactions entered in hours in the Attendance detail into days. To do this, the number of hours of the transaction is divided by the **average number of full-time equivalent (FTE) hours** for the employee-even if this employee is part time.

For entitlement calculations, your formula should produce a number in the appropriate unit. For example, if your bank is in hours and you want to give 2 weeks (or 10 days) of vacation to your full-time employees, you have to convert the 10 days into hours. The HRSPDY() function will give you the average number of hours per day (FTE) to be multiplied by the number of days.

HRSPDY() function

The *Time banks* module uses the HRSPDY (PersId, effective-date, .t.) formula to calculate the number of hours per day (FTE). You must also use this function to calculate the entitlements for the time banks.

Examples

The HRSPDY() function works very well, but in a few non-standard circumstances, the results obtained may be a little surprising. Let's look at a few examples.

- Joe works 40 hours/week, i.e. 8 hours a day from Monday to Friday. The HRSPDY() function divides the 40 hours/week by 5 days/week, which gives 8 hours/day. Excellent.
- Sam also works 40 hours/week, but works 10 hours on Mondays and Tuesdays, and doesn't work on Fridays. The HRSPDY() function calculates 8 hours/day for him as well. It seems strange, but you will see that the result is correct.

  - If the vacation bank is in hours and Sam is entitled to 2 weeks (10 days) of vacation at the beginning of the year, as is Joe, the system will have deposited 10 days X 8 hours/day = 80 hours in his vacation bank.
  - If the vacation bank is in days, the system will have deposited 2 weeks (10 days) in his vacation bank at the start of the year. That's right! When Sam takes a Monday off, he is entitled to 10 hours, i.e. the equivalent of 1.25 days. If he also takes Tuesday, Wednesday and Thursday, he will have taken 4 X 1.25 days-a full week, as should be.
- Rita works 7 hours a day, Monday to Friday, and 5 hours on Saturday. She also works 40 hours a week and is entitled to 2 weeks (40 hours) of vacation a year. Ideally, her bank will be in hours. When she takes Monday off, 7 hours are withdrawn from her bank; for Saturday, 5 hours are withdrawn. If she takes one week of vacation, 40 hours will be withdrawn. If the bank is in days, 7 hours are equivalent to seven eighths (0.875) of a day. Her 5 hours on Saturday count for five eighths (0.625) of a day. Add them up and you will get 5 days for one week.

  In the case of Rita, you will have to customize the HRSPDY() function if you consider that a vacation day taken on Saturday is the same as one taken on Monday. But before you go ahead, think about the consequences of such a decision.

Part-time employees

- Take the case of Mary, who works part time 4 hours a day, from Monday to Friday. Her work week is therefore 20 hours. Let's assume she is entitled to 2 weeks of vacation a year. How should her time bank be managed?
  - **When the time bank is in hours**, it's easy: she is entitled to 20 hours a week, 2 weeks of vacation a year, so 40 hours. After working part-time for a year, she is entitled to only half the vacation time of full-time employees.

    This reflects Canadian labour standards. If she becomes a full-time employee, she will still have 40 hours in her vacation bank, coming from her previous year of part-time work, but it will be equivalent to only a week of vacation.

    Umana manages all of this automatically in part. When entitlements are deposited for an employee in his/her vacation bank, regular entitlements (2 weeks = 10 days) are converted to 20 instead of 40 hours.

  - The same logic applies **when the time bank is in days**. Mary's bank should contain 5 days after her entitlements are deposited, but this will be the **equivalent of 5 days working full time**. If she becomes a full-time employee, she will have only 5 days.

    You can see from this example that time banks in days should always be in **full days**. When Mary takes a vacation day, it is 4 hours. These 4 hours are converted into days and subtracted from her time bank. The system divides her 4 hours by HRSPDY() = 8; because Mary's full-time equivalent is 8 hours a day, the HRSPDY() function calculates 8. So 4 hours divided by 8 hours/day = 0.5 days. That's all well and good.

    But since things tend to get complicated, let's add another twist. Let's assume that Mary, in the previous example, decides to change her schedule to work 10 hours a day, 2 days a week only, Mondays and Tuesdays. Her hours/week will continue to equal 20, and as a result, her average number of hours per day will be 4. The 5-day balance of her bank stays the same. But if she takes a 10-hour vacation day, her balance will decrease by 10/8 (1.25) days. In 2 weeks of vacation, she will take 4 10-hour days, reducing her bank by 4 X 1.25 (5 days), which adds up to her 2 weeks of vacation entitlement. So everything is working well.

The Umana system manages part-time employees by adjusting their vacation entitlement to the percentage of full-time work. So a part-time employee will have 2 weeks of vacation, or 10 full-time equivalent (FTE) hours a day X 50%, which works out to 5 days. If the time bank is in hours, this will be multiplied by HRSPDY(), which is the number of hours a part-time employee works in 2 weeks.

Reports

You can also use HRSPDY(0, {}, .t.) as a multiplier or divisor in reports to print the hours, even if the bank is in days. For example, if your vacation bank is in hours and you want to print the number of **days** used this year, use the following expression: Timesum.TS_TAKEN / HRSPDY(0, {}, .t.).

Banks denominated in time and dollar units

Time banks that use dual units-time and dollars-are a little more complicated, but very useful, particularly for unionized companies, where accuracy is critical. There are especially useful for overtime banks.

When a bank is in time and dollars, these two units are assigned when deposits and withdrawals are made.

- For example, if an employee works an hour of overtime at $15 (e.g. time-and-a-half at $10/hour), the Time unit will accrue by 1 hour and the Dollar unit will accrue by $15.

  Later, the employee may deposit 1 hour at double time = $20 in his/her bank.

  After a salary increase, the employee could deposit 1 hour of double time = $22 in his/her bank. The new balance will be 3 hours and $57.

The time banks plan lets you determine the rate at which the employee will be paid when he/she withdraws time from his/her bank. In this case, the best scenario is to pay the employee the hourly rate equal to the average rate of each banked hour.

In our example, the employee has 3 hours and $57 in his/her bank. As the average hourly rate is $19, he/she will be able to take up to 3 hours at $19 an hour.

Although overtime banks are the best example of banks that use dual units, you can still use this type of unit for any other time bank, even vacation banks. This means that you have to tell the system how to calculate the entitlements for the two units, time and dollars.

The easiest option is to specify the entitlement in days and let the system use the current rate to calculate the equivalent in dollars.

You can also specify separate calculations for days and dollars.

See also
Time banks: Module
Time banks: Concepts

Time banks: how to use

Home > Modules > Time banks: module > Time banks: how to use

Adding, modifying, deleting or finding a record

- Use the input screen menu bar or the "Action" menu.

Creating or modifying leave entitlement (vacation, sick leave, etc.) for a group of employees

- At the Plans: Time banks input screen, click New to add or Modify to modify a time bank plan.

Viewing the balance of a time bank for an employee

- Go to the "Balance" tab of the Time banks input screen.

Viewing the deposits and withdrawals (absences) of a bank for an employee

- At the Time banks input screen, select the desired bank and click Details.

Giving special vacation entitlements to an employee

- Choose the "Rules" tab of the Time banks input screen.

Giving special seniority to an employee

- Choose the "Rules" tab of the Time banks input screen.

Recalculating the vacation entitlements for an employee

Annual entitlements (paid at the beginning of the year)

- At the Time banks input screen, click and select "Redo initial calculations for THIS year."

Monthly entitlements (paid each month)

- At the Time banks input screen, click and select "Recalculate totals based on detail."

Giving a vacation, sick leave, etc. plan to an employee

- At the Plans: Time banks input screen, click and select "Assign to eligible employees."

Paying out a time bank for an employee

- At the Time banks input screen, click and select "Termination wizard."

See also
Time banks: Module

Time banks: input screen

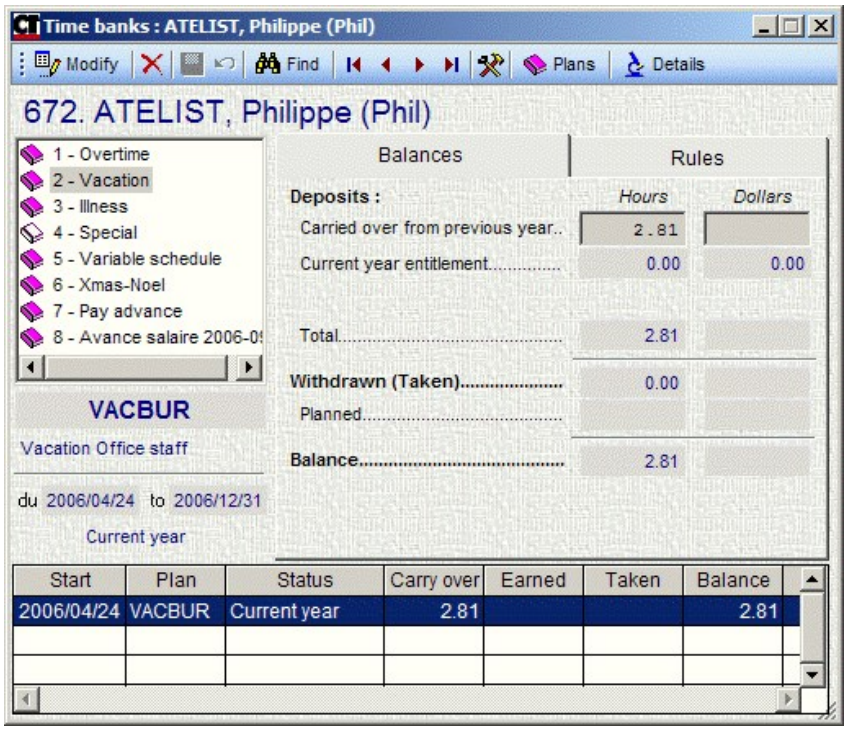
To access the ***Time banks***, select:

Data | Attendance, gross pay | Time banks... from the menu bar

Click the button of the **Benefits** navigation pane.

Time banks

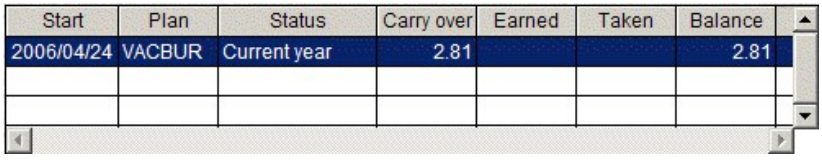
Balances	Rules



Label	Internal name	Meaning
VAC-EXE	TS_PLANID	Plan ID and name
from	TS_EFFDT	Start date
to	TS_ENDDT	End date
Current year	TS_STAT	Plan status

The left part of the window displays the employee's list of banks.

The view window at the bottom of this screen is used mainly if you are working on an attendance plan. It contains the plan's entire history. Click on the line you want to see and the system will display the corresponding file.



At the start, this window displays the plan's current status, and this record is found on the last line of the view window. To view the previous records, use the keyboard arrows or mouse to go up or down.

Toolbar

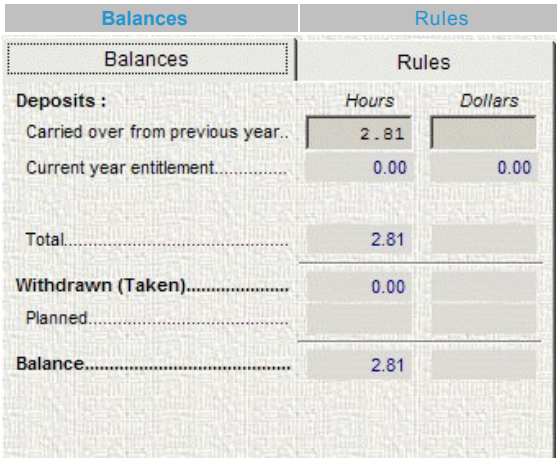
Click to display the **available tools**, i.e.

- Redo initial calculations for THIS year
- Recalculate entitlement at time of hire
- Carry over to NEW year
- Accrue monthly entitlements
- Recalculate totals based on detail
- Delete this record
- Re-open previous year

- Termination wizard

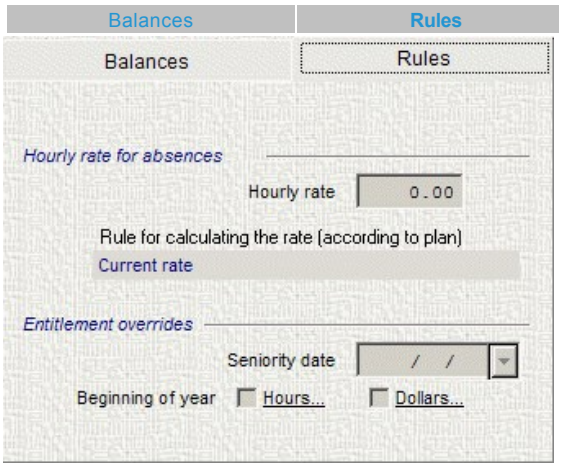
Click Plans to display the *Plans: banks* window.

Click Details to display the time bank transaction history; transactions can also be traced from the attendance detail window.



Label	Internal name	Meaning
Carried over from previous year (days/hours)	TS_CARRY	Days or hours carried over from previous year
Carried over from previous year (dollars)	TS_CARRYD	Dollars carried over from previous year
Current year entitlement (days/hours)	TS_EARN	Days or hours of vacation entitlement for this year
Current year entitlement (dollars)	TS_EARND	Dollars allowed for this year
Other	_____	Total in hours of the 'Other' time bank
Total - hours	_____	Total in hours of hours deposited
Total - dollars	_____	Total in dollars of hours deposited
Withdrawn (taken) (days/hours)	TS_TAKEN	Days or hours used
Withdrawn (taken) (dollars)	TS_TAKEND	Dollars used
Planned (days/hours)	InPlanabs	Days or hours planned
Planned (dollars)	InPlanabsd	Planned dollars
Balance - hours	_____	Balance, in hours, of total banked hours
Balance - dollars	_____	Balance, in dollars, of total banked hours

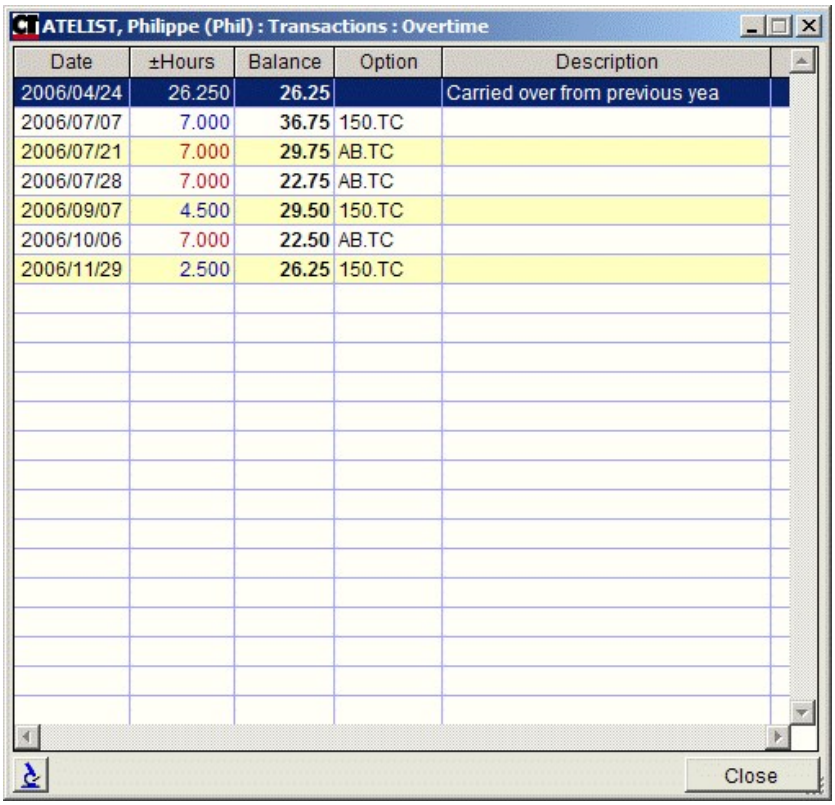
Go back to *Time banks* window



Label	Internal name	Meaning
Monthly entitlement(s) paid on	TS_ACCRUDT	Date monthly entitlements paid
Hourly rate	TS_BASERAT	Hourly rate for absences
Rule for calculating the rate (according to plan)	_____	
Seniority date	TS_SENDT	Employee's seniority date
☐ Each month (hours)	TS_MAFTER	Expression that calculates the entitlements per month or employee pay period in the main unit of the time bank (hours, days or dollars)

Go back to *Time banks* window

Time bank transaction history



Transactions affecting the time bank are detailed based on the following:

- **Date** on which the transaction was recorded
- **Number of hours** to add (+) or remove (-) via the transaction
- **Balance** of the bank, once the transaction is complete
- **Option** type exercised with the transaction (e.g. deposit, withdrawal, ceiling)
- **Description** of the transaction carried out

The transaction history comes from the attendance detail.

Go back to *Time banks* window

See also
Time banks: Module
Time banks: Concepts
Time banks: How to use

Time banks plans: input screen

Home > Modules > Time banks: module > Time banks plans: input screen

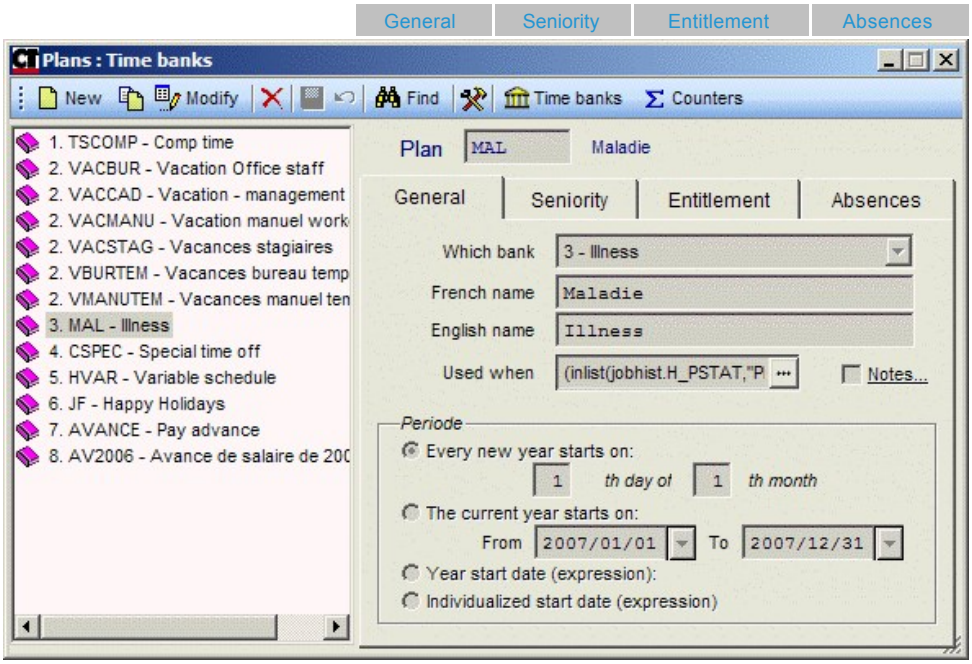
To access the ***Plans: Time banks*** window, select:

Data | Attendance, Gross pay | Plans... from the menu bar

Click the button on the **Benefits** navigation pane.

Fields marked with an are **mandatory**; they must be filled out.

Plans: Time banks



Label	Internal name	Meaning
Plan	AP_PLANID	Plan ID

The left part of the window displays the list of attendance plans.

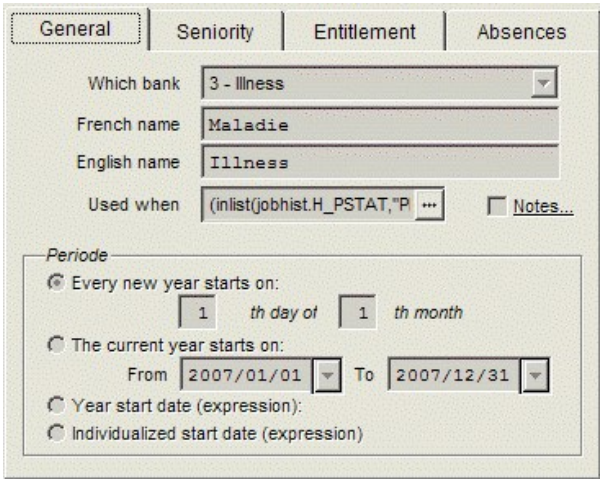
Toolbar

Click to display the **available tools.**

Click to display the *Time banks* window.

Click to display the *Counters* window.

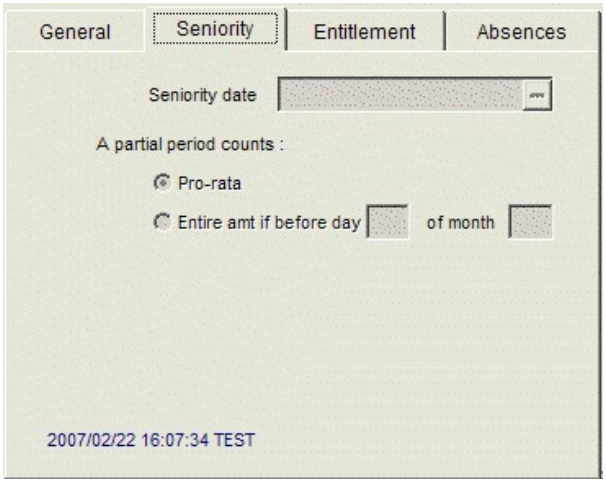
General | Seniority | Entitlement | Absences



Label	Internal name	Meaning
Which bank	AP_BANKID	Identification (number) of the time bank
French name	AP_NAMF	French name
English name	AP_NAME	English name
Used when	AP_CONDTN	Used by default if?
☐ Notes...	AP_NOTES	Check this box to enter free text
◉ The new year always starts on	AP_ROLLTYP	Click this button to enter the day and month the current year starts on the
th day of	AP_ROLLDAY	Day month starts
th month	AP_ROLLMTH	Month period starts
○ The current year starts on	AP_ROLLTYP	Click this button to enter the beginning and end of the year
From	AP_EFFDT	Year start date
To	AP_ENDDT	Year end date
○ Year start date (expression)...	AP_ROLLDT	Click this button to enter an expression for the year start date
○ Individualized start date (expression)...	AP_ROLLDT	Click this button to enter an expression for the year start date by employee

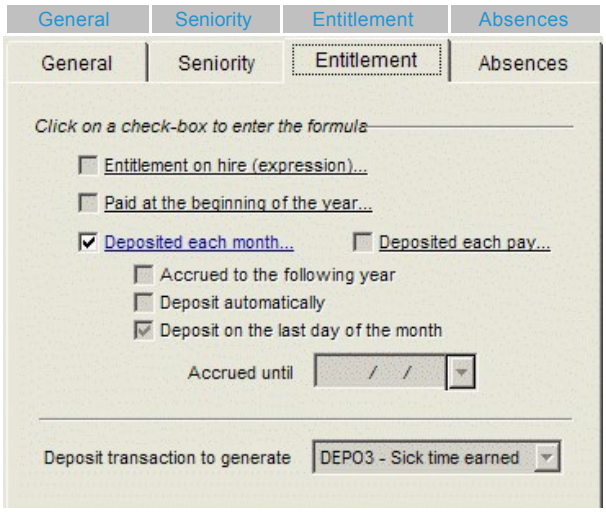
Go back to *Plans: Time banks* window

General | Seniority | Entitlement | Absences



Label	Internal name	Meaning
Seniority date	AP_SENDT	Seniority date
Pro-rata	AP_STRTTYP	Click this button to prorate partial months
Entire amount if before	AP_STRTTYP, AP_STRTDAY, AP_STRTMTH	Click this button to enter the day and month the period starts on

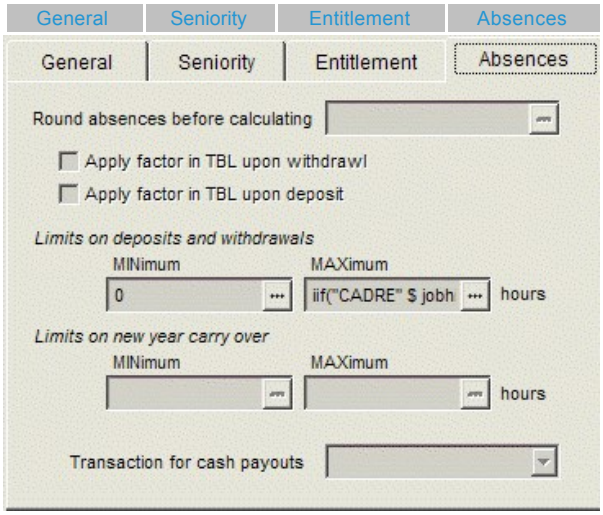
Go back to *Plans: Time banks* window



Label	Internal name	Meaning
Entitlement on hire (expression)...	AP_HEARN	Entitlement is paid at time of hire
Paid at the beginning of the year...	AP_YCALC	Check this box to specify the entitlement accrued per year
Deposited each month...	AP_MCALC	Check this box to specify the entitlement accrued per month
Deposited each pay...	AP_MEARN1 - AP_MEARN9	Check this box to specify the entitlement accrued per pay period
Accrued to the following year	AP_ACCRUAL	Check this box to put the entitlement accrued in reserve

☐ Deposit automatically	AP_AUTOMAT	Check this box to automatically accrue the entitlement
☐ Deposit on the last day of the month	AP_MPREVMO	Check this box to deposit the entitlement accrued on the last day of the month.
Accrued until	AP_ACCUDT	Accrual end date
Deposit transaction to generate	AP_DEPOOPT	Deposit code

Go back to *Plans: Time banks* window



Label	Internal name	Meaning
Round off absences before accruing...	AP_ADJAMT	Round off absence
☐ Apply factor in TBL upon deposit	AP_USEADJD	Click this box to use % with deposit?
☐ Apply factor in TBL upon withdrawal	AP_USEADJ	Click this box to use % with withdrawal?
Limits on deposits and withdrawals... (MAXimum)	AP_BALMAX	Maximum balance allowed
Limits on deposits and withdrawals... (MINimum)	AP_BALMIN	Minimum balance to carry forward
Limits on new year carry over (MAXimum)	AP_ROLLMAX	Maximum amount to be carried forward to new year
Limits on new year carry over (MINimum)	AP_ROLLMIN	Minimum amount to be carried forward to new year
Transaction for cash payouts	AP_TRMOPT	Transaction code to be used when the employee receives a payout for his/her vacation entitlement

Go back to *Plans: Time banks* window

☐ Tools

Many processes are available which affect the time bank plan selected in the listing window. Click the **Tools** button to do the following:

- **Assign to eligible employees**

  This function assigns the plan to selected employees, if they are eligible. See *time bank concepts* for more information.

- **Create the (TIMSUM) banks missing for the current year**

  This process creates the records for missing banks in the TIMSUM file for all employees assigned to the selected plan.

- **Carry over to new year**

  In addition to creating the banks missing in the new year, this process marks the record of the previous year as being carried over, and if the plan allows it, carries forward the balance as the "Opening balance" for the new year. See *time bank concepts* for more information.

- **Undo the carry over to this year**

  This process undoes the carry over to the new year of this bank and plan and re-opens the previous year.

- **Deposit monthly entitlements**

  This operation deposits the vacation entitlements of employees eligible for the selected plan.

See also
Time banks: Module
Time banks: Concepts
Time banks: How to use

Skills development: module

Home > Modules > Skills development: module

Overview

The ***Skills development*** module is to manage activities and skills in relation with the training provided by the company.

This management occurs at several levels and includes the following aspects:

- Skills inventory
- Inventory of training provided
- Update of employee training history
- Analysis of training costs

Data

The ***Skills development*** module hinges on two submodules:

- Employee skills
  The analysis of skills acquired and to be acquired, schooling and career profile.
- Employee training
  Available courses, enrollments, groups, schedules, teachers, resources and costs.

Operation

To access the *Skills and career* page of the Employee skills submodule:

Data | Skills | Employee skills... main menu
Person | **Seniority | Skills** input screen

To access the *Courses and groups* input screen of the Employee training submodule:

Data | Skills | Training: courses, groups, participants... main menu
Events | Training navigation pane
Skills and careers input screen

See also
Module overview
Skills reports available
Training reports available
Configurable options
Related tables

Employee skills: submodule

Overview

The ***Employee skills*** module is used to enter employees' current skills and objectives, along with their schooling and career profile.

You can also update employee skills based on the information entered in the Training, Job (job code or title) and Staffing modules.

See the illustration to view the links between these modules and employee skills.

Data

The data comes from the PERS, CAREER, and EDUC files.

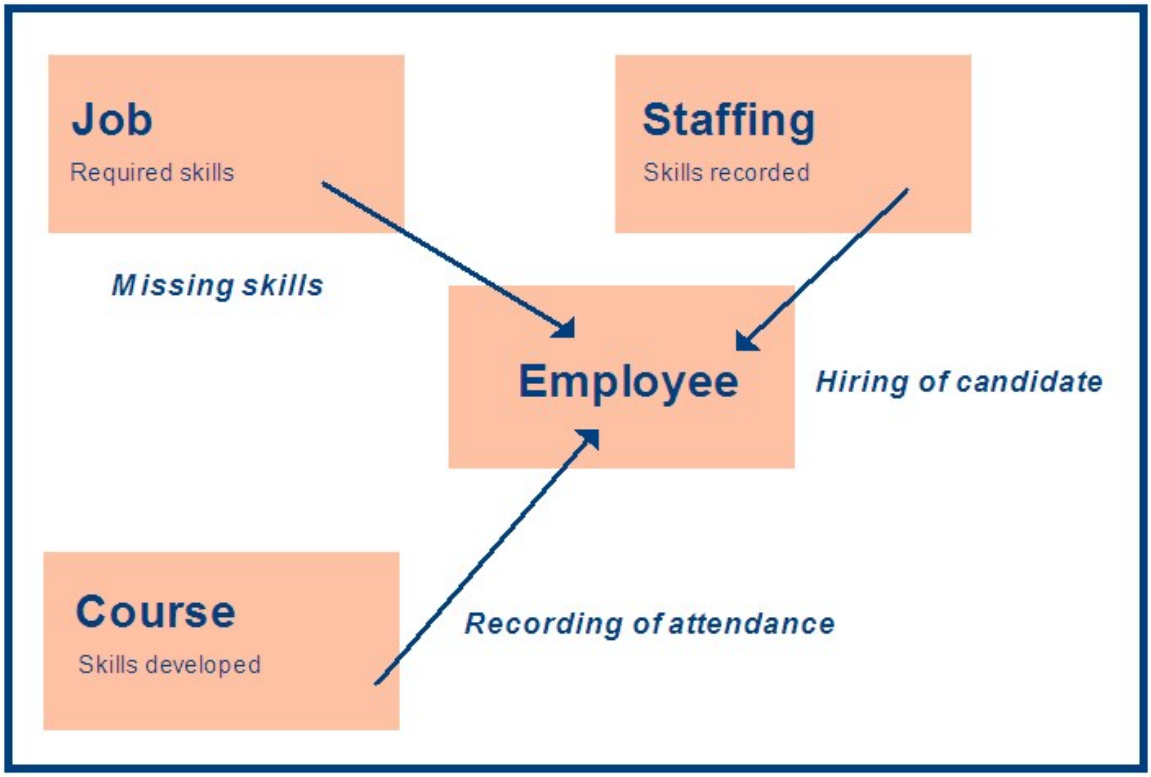
Operation

To access the *Skills and career* input screen:

Data | Skills | Employee skills... main menu
Person | **Seniority | Skills** input screen

See also ↑ Module overview
Skills reports available
Configurable options
Related tables

Skills: concepts



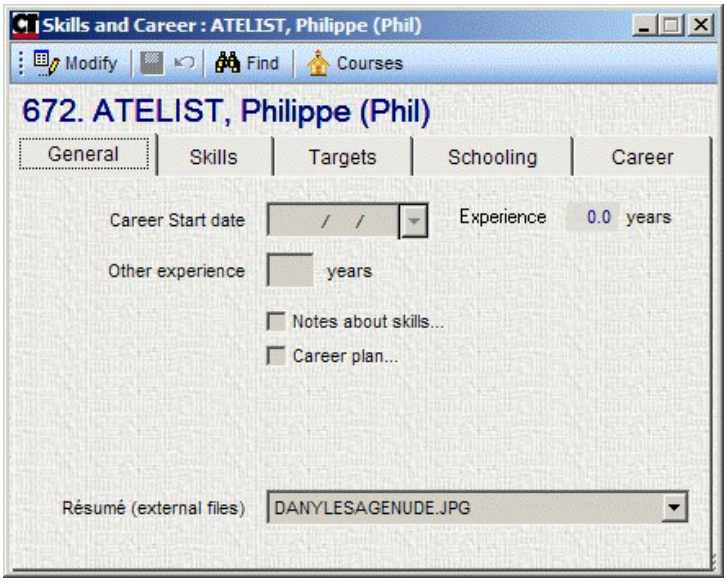
See also
Skills development: Module
Employee skills: Submodule

Skills and career: input screen

To access the **Skills and career** window:

- **Data | Skills | Employee skills...** main menu
- Person | **Seniority | Skills** input screen

Click to access the window for Employee training module courses and groups.

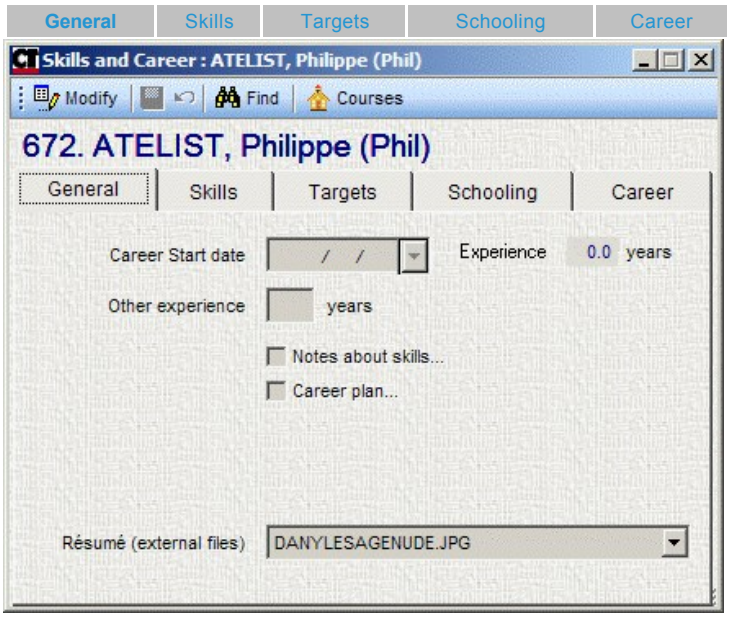


On this page

- Skills and career
- Required job skills

Skills and career

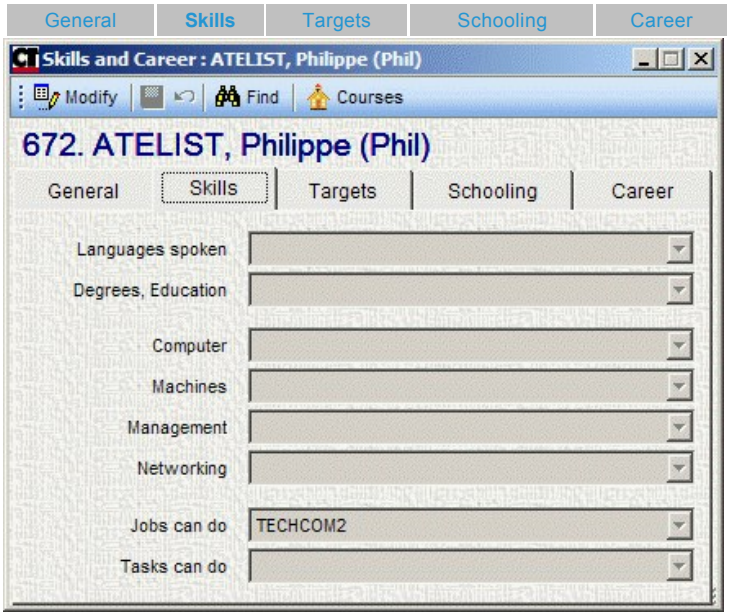
General



This tab includes the employee's career start date, number of years of relevant and related experience, notes on skills, career plan and external files associated with this person—such as his/her résumé. These files are accessible via a pull-down menu.

The **Notes about skills** field can also be filled out in the Availability input screen of the Assignment module.

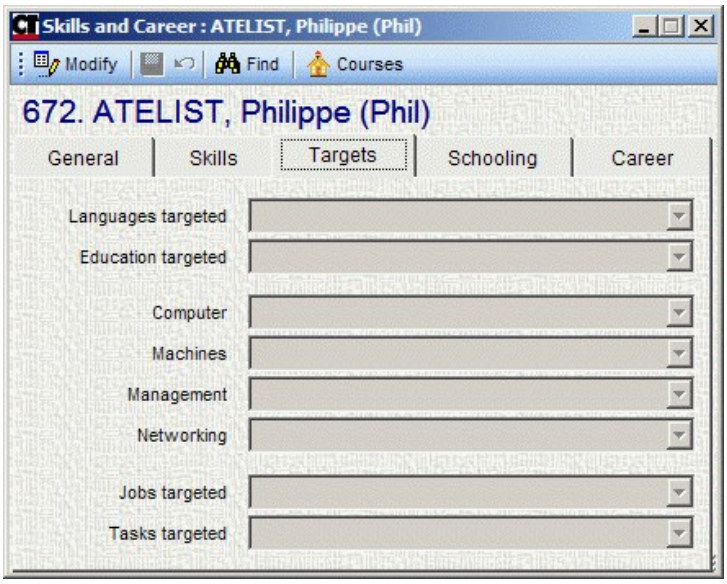
Skills



This tab includes the acquired skills documented in the person's file.

- Note that the employee's job title, from the employment history, is automatically displayed in the **Jobs can do** field.
- Some acquired skills can be transferred from the Staffing module when the file is created.
- Some acquired skills can be added subsequent to an employee's taking a course.

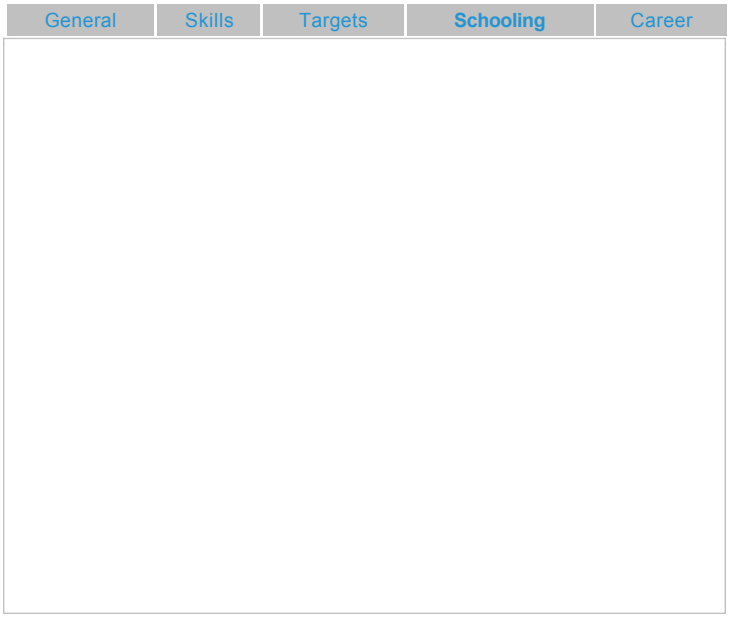
Targets



This tab includes the skills documented as to be acquired in the person's file.

Some targeted skills can be added after executing the Missing skills report.

Schooling



This tab includes the person's diplomas and schooling details.

Documented diplomas can be transferred from the Staffing module when the file is created.

After selecting the button in the main window toolbar, one can **Add**, **Modify**, or **Delete** a selected record using the tools at the bottom of this tab.

Career

This tab includes the details of jobs held by the employee (date, title, employer).

Documented acquired experience can be transferred from the Staffing module when the file is created.

After selecting the button in the main window toolbar, one can **Add**, **Modify**, or **Delete** a selected record using the tools at the bottom of this tab.

Required job skills

You can save **requirements to hold a position**, official papers required and pre-requisites via the Job module.

The Missing skills report compares the employee's acquired skills against **those required** for his/her job. This report can also update the employee's targeted skills.

See also

Skills development: Module
Employee skills: Submodule
Skills: Concepts
Options: Training, Skills, Career

Employee training: submodule

Home > Modules > Skills development: module > Employee training: submodule

Overview

The ***Employee training*** module refers to all types of activities related to the training provided by the company, under the general framework of employee skills development.

Data

The data comes from the COURSE and TRNGRP files.

A **course** is linked to the following:

- The person's file, in that it refers to the person's acquired or target skills
- General training provided within the company
- Employee events, as regards enrollments

Operation

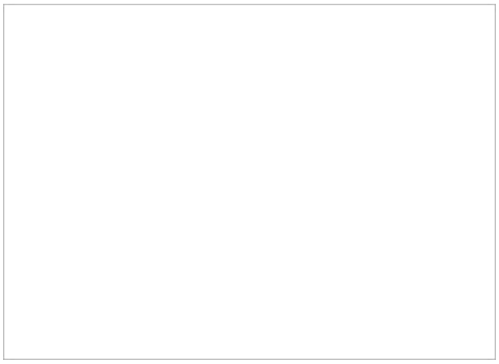
To access the *Courses and groups* input screen:

Data | Skills | Training: courses, groups, participants... main menu
Events | Training navigation pane
Skills and careers input screen

See also
Employee skills: Submodule
Skills: Concepts
Options: Training, Skills, Career

Courses and groups: concepts

Home > Modules > Skills development: module > Employee training: submodule > Courses and groups: concepts



See also
Employee training: submodule
Skills: Concepts
Options: Training, Skills, Career

Courses and groups: input screen

To access the **Courses and groups** input screen, select:

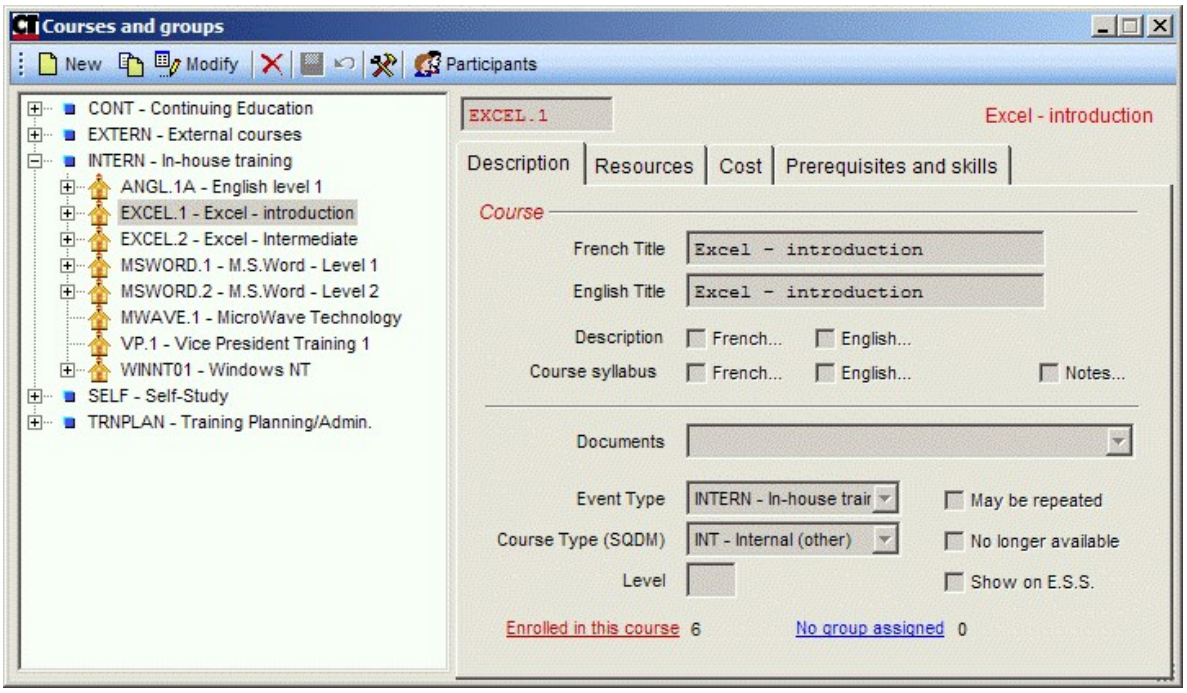
Data | Skills | Training: courses, groups, participants... main menu
Events | Training navigation pane
Skills and career input screen

Click Participants to access the window for participants enrolled in this course.

Click to display the available tools, i.e.:

- View statistics
- Enroll the selected people
- Enroll interested people
- Assign groups
- Send e-mails

Description	Resources	Cost	Prerequisites and skills



On this page

- Course
- Group
- Training history
- Entering employee's attendance for training
- Tools
- Participants

Course

A course designates any type of training-related activity, such as a seminar, professional training or a course, in the literal sense. It may prepare an employee for a job or task by allowing him/her to acquire a skill or skills.

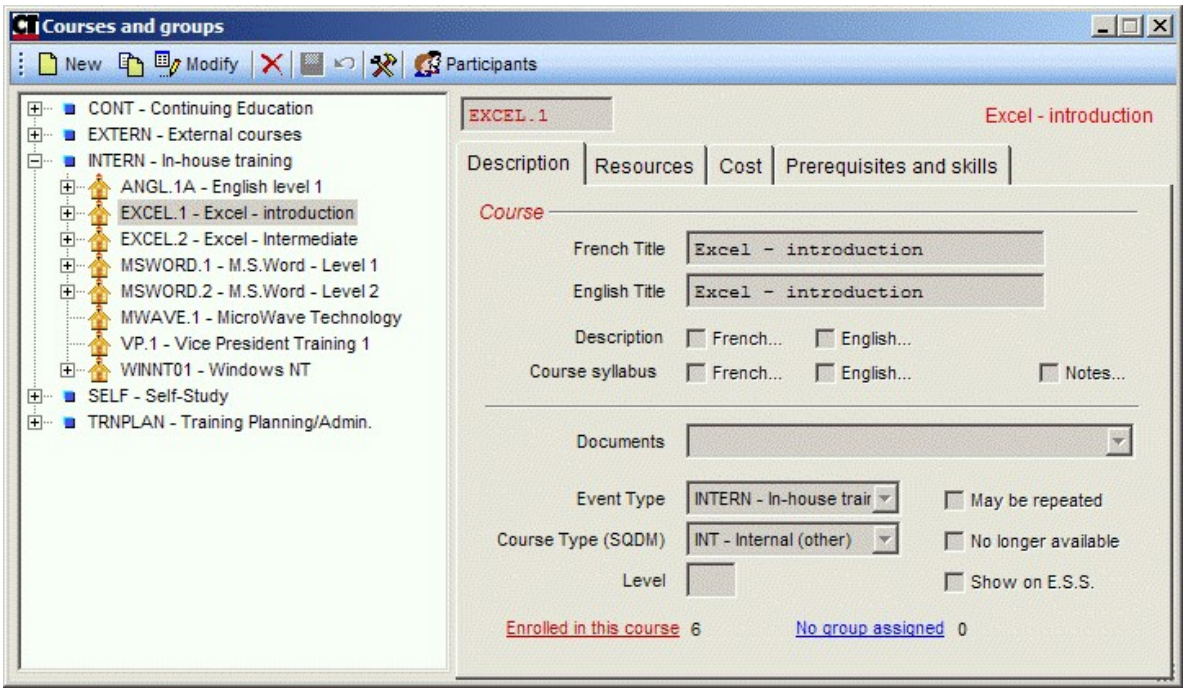
Once the manager has defined a training plan and prepared the appropriate budget, he/she will be ready to:

- Create the training courses
- Set up the training groups for the courses given
- Assign participants to courses or groups

After having selected a current course, in the list window on the left, the user arrives at the **Courses and groups** input screen, comprised of four **tabs**.

The **ID and name of the selected course** are displayed at the top of the window, in red.

Description



French title

Enter the French title of the course. This field, marked with an , is mandatory; it must be filled out when creating a new course.

English title

Enter the English title of the course.

French - Description

Check this box to go to a window where you can enter a short description of the course objective in French.

French - Course syllabus

Check this box to go to a window where you can enter a short description of the course syllabus in French.

English Description

Check this box to go to a window where you can enter a short description of the course objective in English.

English - Course syllabus

Check this box to go to a window where you can enter a short description of the course syllabus in English.

Notes

Check this box to enter free text regarding the course.

Documents

Click this field to document, in a window, course-related documents.

Event type

Use the pull-down menu, select the type of event, e.g. EXTERNAL - external course - INTERNAL - internal course; this field, marked with an , is mandatory; it must be filled out when creating a new course.

The event type is used as the first level in grouping courses in the listing window on the left.

Course type

Use the pull-down menu to select the type of course, e.g. ELI - Eligible - NON-EL - Non-eligible.

Level

Enter the course level, in accordance with the company's classification.

May be repeated
Check this box to specify that the course could be taken more than once.

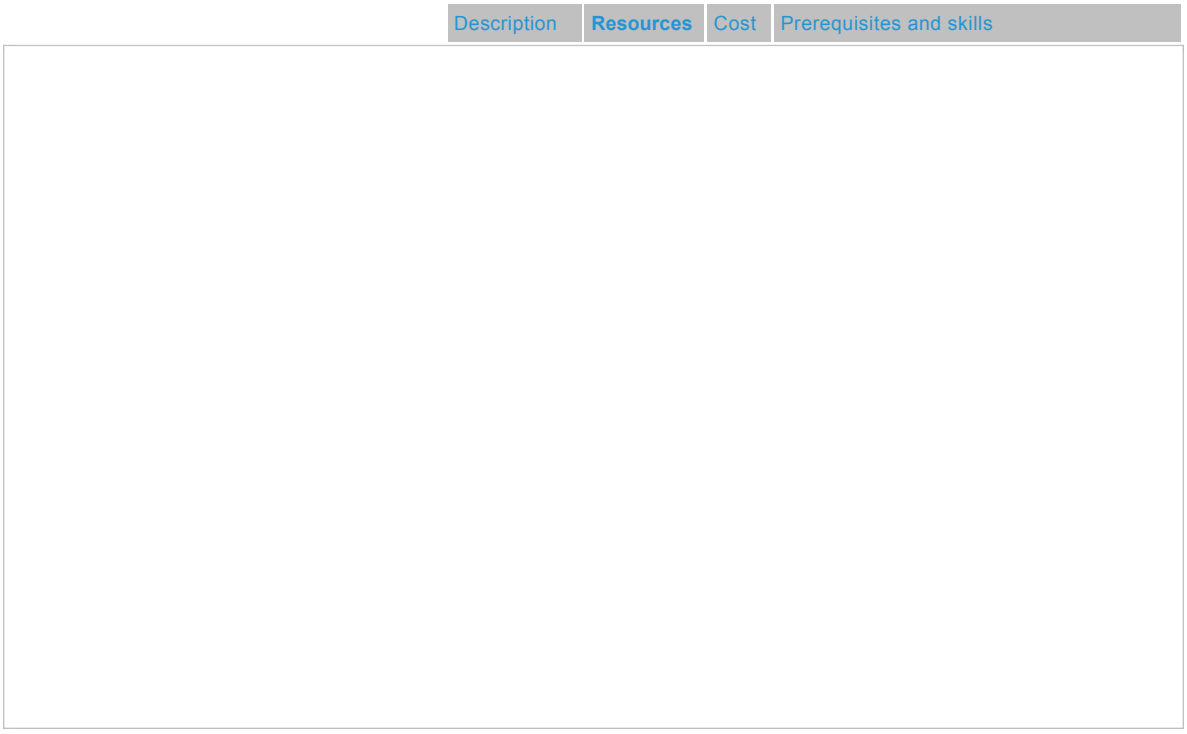
No longer available
Check this box to specify that the course is no longer given.

Show on E.S.S.
Check this box to allow the employee to sign up for the course him/herself.

Enrolled in this course
The number of students enrolled in the course is displayed to the right of the label, in red.

No group assigned
The number of students enrolled in the course, but who have not yet been assigned to a specific group, is displayed to the right of the label, in blue.

Resources



Availability
Use the pull-down menus ("Select one or more") to enter the course information and contacts.

- **Languages taught in:** Use the pull-down menu to access a "Select one or more" menu. Selecting this displays the languages that were added.
- **Suppliers:** Use the pull-down menu to access a "Select one or more" menu. Selecting this displays the course suppliers that were added (e.g. in-house, university, establishment).
- **Trainers:** Use the pull-down menu to access a "Select one or more" menu. Selecting this displays the names of the added trainers who are to give the course.
- **Usable rooms:** Use the pull-down menu to access a "Select one or more" menu. Selecting this displays the course rooms

added.

- **Resources needed:** Use the pull-down menu to access a "Select one or more" menu. Selecting this displays the added resources needed for the course.

Schedule

The information entered automatically generates the meeting schedule when a group is created.

- **Days of the week:** Enter an **X** under the letter of the day(s) desired for the meetings.
- Under the subheading ***Each meeting (if regular):***:
  - **Start time:** Enter the time the course starts at, if all course meetings start at the same time.
  - **Number of meetings:** Enter the number of meetings required for this course.
  - **Duration:** Enter how long the meetings last, if all course meetings last the same amount of time.
- **During work day:** Check this box to specify that the employee will take the course during regular working hours.
- **Outside work:** Check this box to specify that the employee will take the course outside regular working hours.

Costs

Note that ***default costs per group are copied to the new group*** created. If you prefer to specify costs directly at the group level, those defined at the course level will be ignored.

Cost excluding employee salaries

Check the **Fixed cost for each group...** and/or **Student cost excluding salary...** boxes to access a window allowing you to document each of the related costs.

- If this provision is allowed for in your company, select the eligible expense from the pull-down menu of the ***Cost type*** field.
- Then, in the ***Amount*** field, enter the cost of this expense.
- In the **details** field, enter the additional information.
- Once the expense has been documented, click **Add** to display it at the bottom of the window.

- Double-click-on a documented expense to correct an entry to a field of this expense; then click on **Replace** to approve the correction.
- Select to delete the entry.
- Click **OK** to close the window and compile the documented expenses.

Place your cursor over the box header to display the list of expenses of this type (fixed costs or by student).
You can also enter specific additional costs for each of the participants under the **Training** tab of the corresponding event

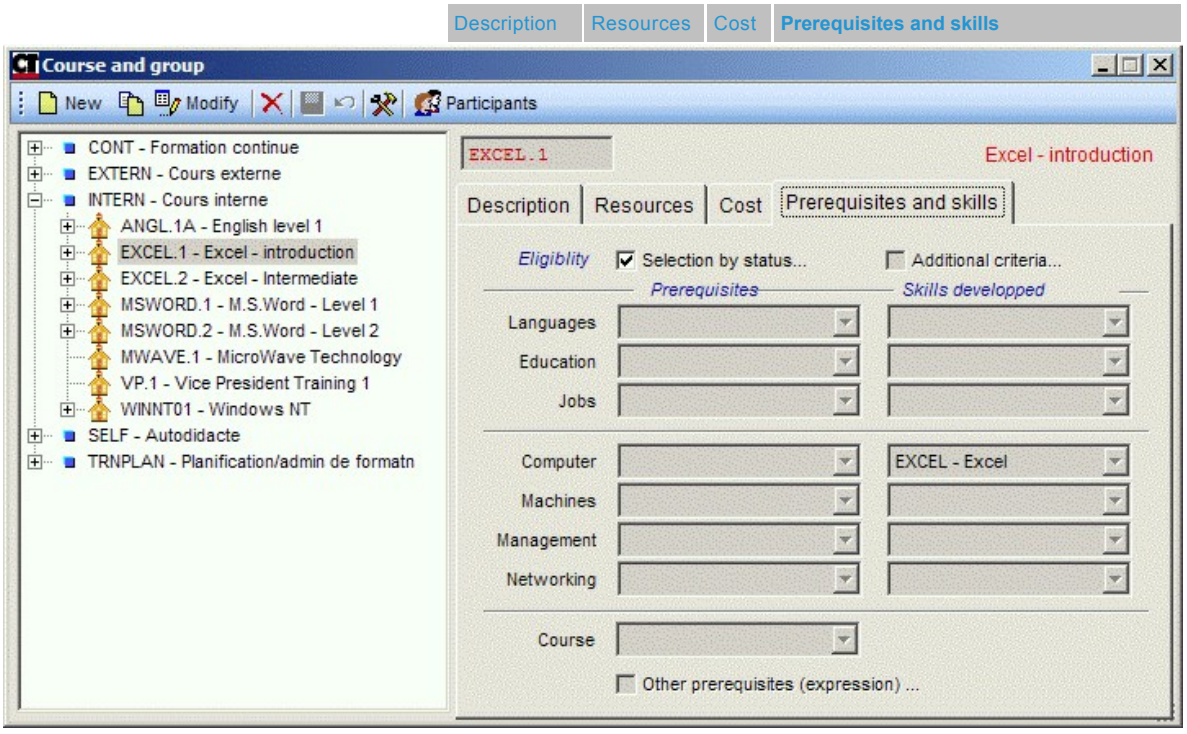
Participants' salaries

Enter the total number of hours at straight time which would normally be recognized for each **Student** and **Trainer** enrolled in this course.

You can also recognize specific training hours for each of the participants under the **Training** tab of the corresponding event.

For trainers' hours to be included in the training cost analysis, they must be enrolled as participants.
SUGGESTION: Course planning hours are also costs that are eligible under the vocational training act (Bill 90). Create a ***dummy course*** to recognize employee hours spent on course planning.

Prerequisites and skills



Eligibility

- Check off the **Selection by status...** box to access a selection window, where you can use pull-down menus of the "*Select one or more*" type to specify the responsibility centre, employment status, personal status, category, pay group, job; you can also check off the *Permanent status of the person* box to show that the participant must be a permanent employee.
- Check the **Additional criteria** box to access the expressions generator, used to set new criteria.

Prerequisites

Use the "*Select one or more*" pull-down menus to determine the skills and/or prerequisite course for the selected course.

Skills developed

Use the "*Select one or more*" pull-down menus to determine the skills developed (to be acquired) per selected course.

The skills developed by the course can be transferred into the employee's acquired skills once he/she completes the course.

Group

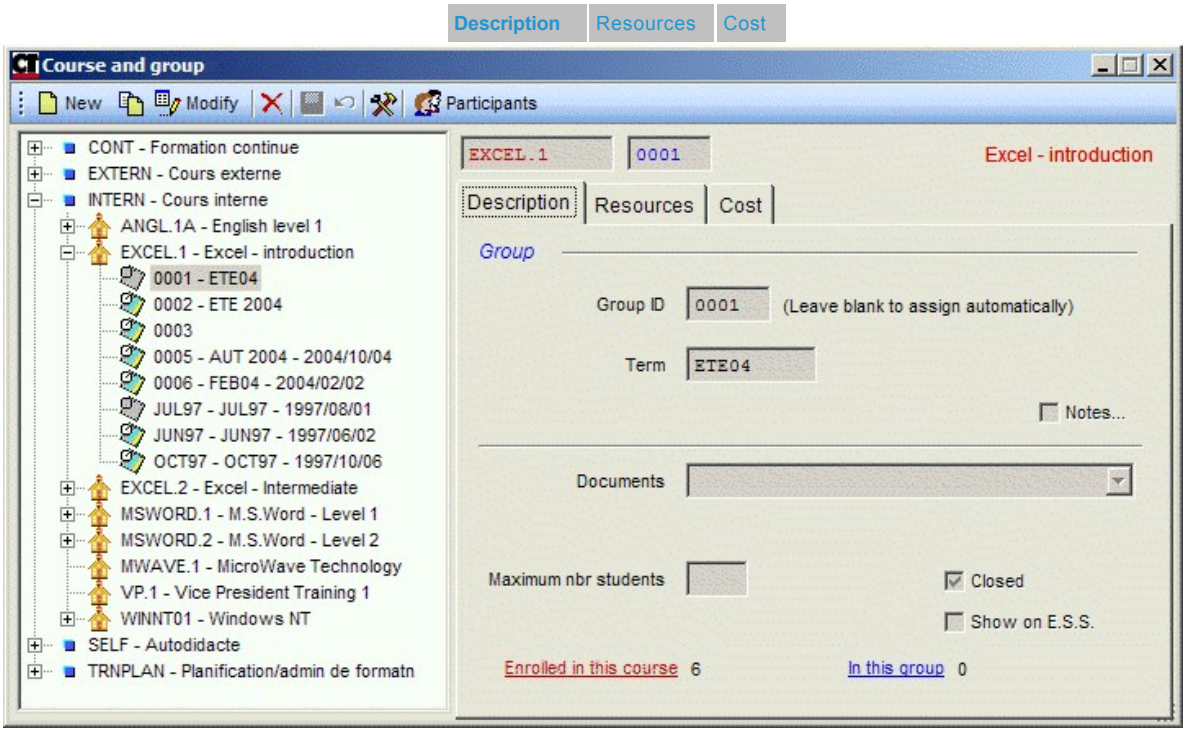
The notion of **Group** is used as a planning tool in a training course. A group designates all the registered participants who are taking the same course at the same time.

After selecting an existing group—under a course, from the listing window on the left—you get to the **Courses and groups** input screen, comprising **three tabs**.

The group nomenclature, in the listing window, comprises the course ID, term and course start date.

The **ID and name of the selected group** are displayed at the top of the window, in red.

Description



Group ID

Enter the desired number or leave it blank for automatic numbering.

Term

Enter the quarter during which the course will be given to this group.

Notes

Click in this field to enter free text regarding the group.

Related documents
Select the related reference documents.

Maximum no. of students
Enter the maximum number of students who can take the course in this Group.

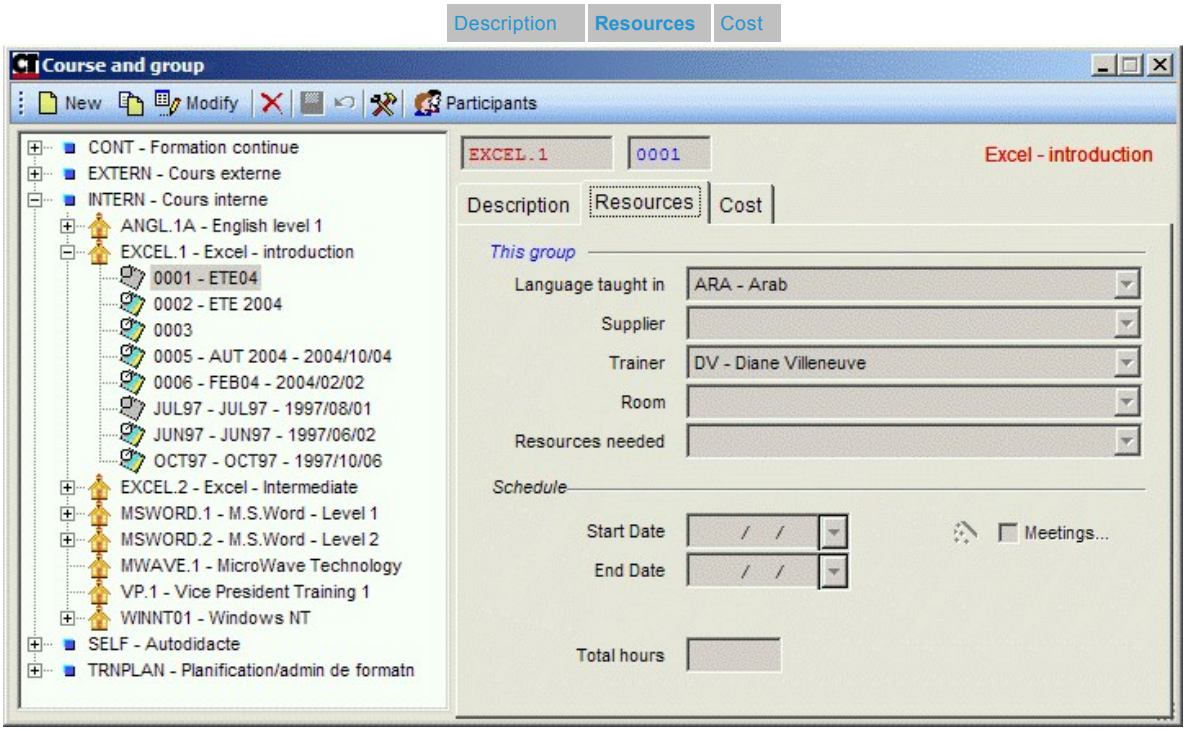
Closed
Check this box to specify that the maximum enrollment has been reached for this group.

Show on E.S.S.
Check this box to specify that employees can sign up for this course themselves, in this group.

Enrolled in this course
To the right of this header, the number of students enrolled in this course.

In this group
To the right of this header, the number of students enrolled in this group.

Resources



This group

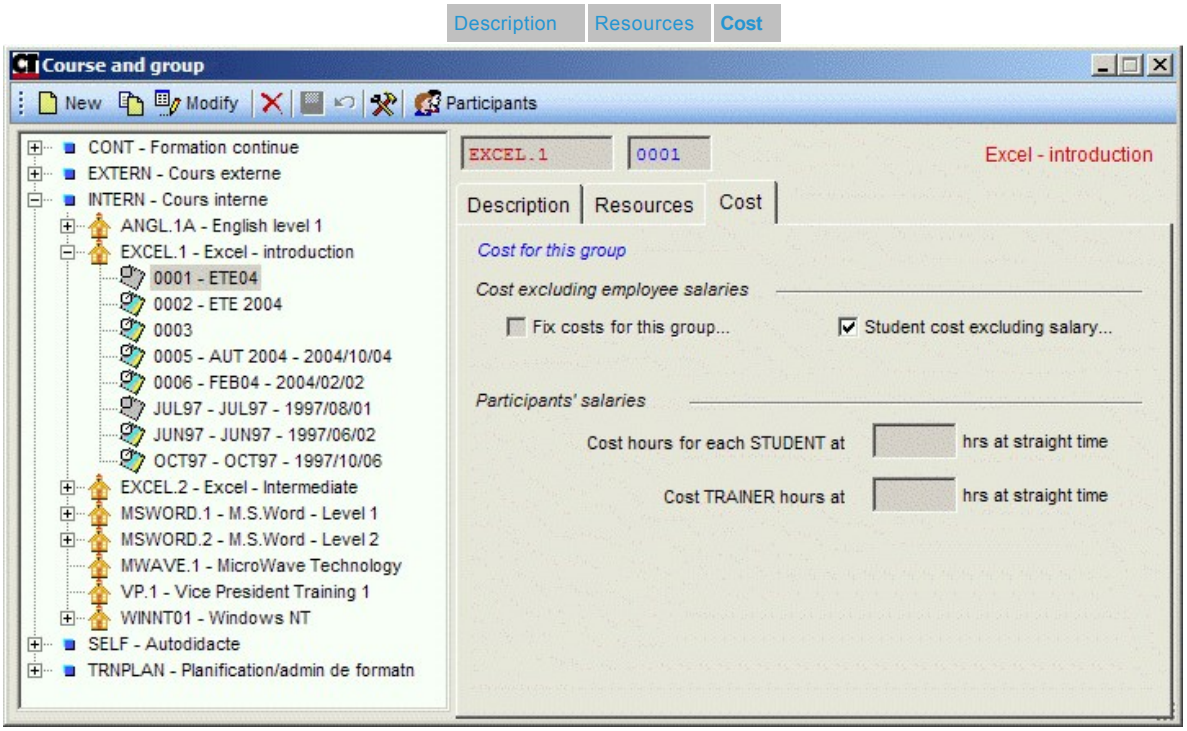
- **Language taught in:** Using the pull-down menu, the user enters the language used for this group.
- **Supplier:** Using the pull-down menu, the user enters the Supplier for this group.
- **Trainer**: Using the pull-down menu, the user enters the name of the trainer who is to give the course for this group.
- **Room:** Using the pull-down menu, the user enters the name of the classroom for this group.
- **Resources needed:** Use the pull-down menu to access a "Select one or more" menu. Selecting this displays the selected resources needed for this group.

Schedule

The meetings, end date and total number of hours are automatically calculated if the schedule section has been completed at the course level.

- **Start date:** Enter the start date for this group.
- **End date:** Enter the end date for this group.
- **Meetings:** Enter the information for the various meetings for this group.
- **Total hours:** If the user has entered meetings, the total number of hours is automatically calculated, or the total hours to complete the course is entered.

Costs



Note that the course ***default costs per group*** ***are copied to the new group*** created. If the user prefers to enter costs directly at the group level, those defined at the course level will be ignored.

Cost excluding employee salaries

Check the **Fixed cost for each group...** and/or **Student cost excluding salary...** boxes to access a window allowing you to document each of the related costs.

- If this provision is allowed for in your company, select the eligible expense from the pull-down menu of the ***Cost type*** field.
- Then, in the ***Amount*** field, enter the cost of this expense.
- In the details field, enter the additional information.
- Once the expense has been documented, click **Add** to display it at the bottom of the window.
- Double-click-on a documented expense to correct an entry to a field of this expense; then click on **Replace** to approve the correction.
- Select to delete the entry.
- Click **OK** to close the window and compile the documented expenses.

You can also enter specific additional costs for each of the participants under the **Training** tab of the corresponding event.

Place your cursor over the box header to display the list of expenses in this regard (fixed costs or by student).

Participants' salaries

Enter the total number of hours at straight time which would normally be recognized for each **Student** and **Trainer** assigned to

this group.

You can also recognize specific training hours for each of the participants under the **Training** tab of the corresponding event.

For trainers' hours to be included in the training cost analysis, the employee must be enrolled as a participant.

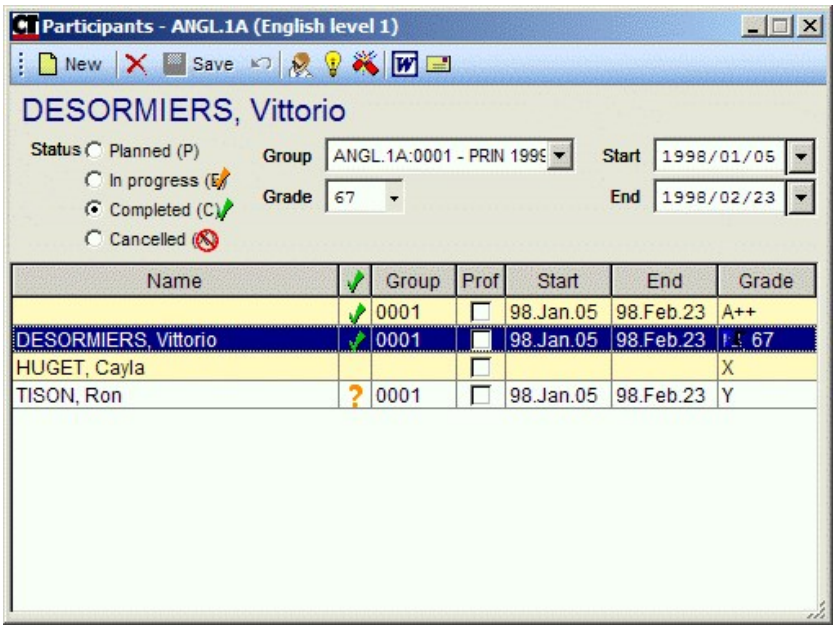
Participants

This function allows you to view and enter new participants in a course or a group and to manage the course's progression. Note that an enrollment is equivalent to a training event.

You can also enroll participants in a course or a group using the Enroll interested people, Enroll selected people or Assign groups tools.

When you select a specific group of a course entered in the listing window, on the left, and click **Participants**, you access a window titled *Participants - Code (Course name)*.

The names of participants enrolled in this course; the course **status**-planned, in progress, completed, cancelled; the **group number**; **prof** identification; course **start date**; **end date** of the course and the **grade** obtained-pass or fail-by the selected participant.



This window has its own **toolbox**:

New, which brings you to a new window titled **Employee to enroll** in this course. The participating employee is selected according to the same process as for the selection of a person. Once the participant has been selected, a window titled **Select a group** is displayed; if you want to assign this participant to a group, select this group using the pull-down menu, then click **OK**.

, to delete the selected participant.

, to save the changes made to the window.

, to cancel the changes made to the window.

, to go to the file of the person selected.

, to go to the employee's Skills and career window.

, to go to an event, consisting of the employee's enrollment in a course or group.

, to go to a Word merge window allowing the issue of an attestation, or the sending of a letter to selected participants.

, to send a e-mail to selected participants.

Entering employee's attendance for training

You can enter an employee's attendance by checking the Completed status.

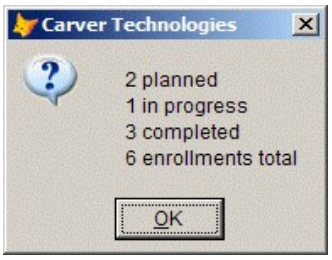
According to the configuration options, the question: "**Do you want to update the employee's skills?**" may be displayed, and you will then be able to saved the individual's acquired skills further to training.

Tools

Click to access various tools specific to the **Courses and groups** window

View statistics

This will bring you to a screen where the course statistics are saved.

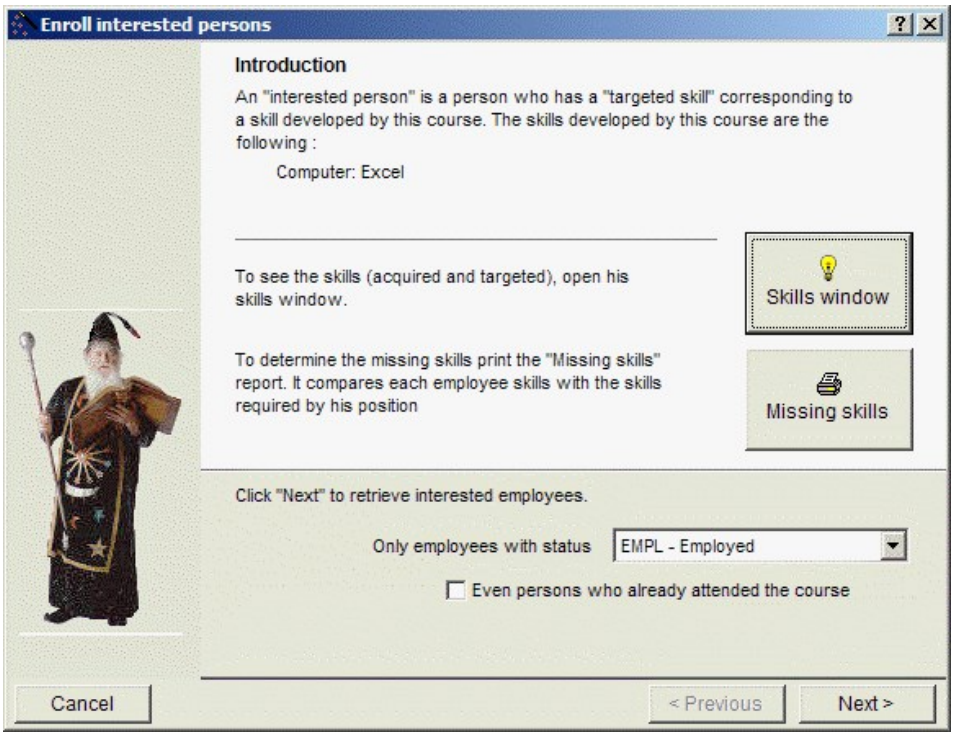


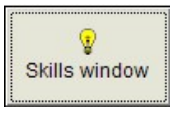
Enroll interested people

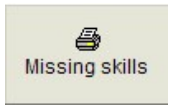
Select this tool to access a screen allowing you to **enroll** people who have shown an interest for this course. More specifically, this tool searches for people who have at least one target skill corresponding to one of the skills developed by the course.

This tool enrolls a participant in a course, and you can then assign him/her to a specific group.

The search automatically eliminates employees who have already taken the selected course.


Enroll interested persons
Introduction
An "interested person" is a person who has a "targeted skill" corresponding to a skill developed by this course. The skills developed by this course are the following :
Computer: Excel
To see the skills (acquired and targeted), open his skills window.
Skills window
To determine the missing skills print the "Missing skills" report. It compares each employee skills with the skills required by his position
Missing skills
Click "Next" to retrieve interested employees.
Only employees with status
EMPL - Employed
Even persons who already attended the course
Cancel
< Previous
Next >

- Click on the 

option to access a dialog box that allows you to select the person whose acquired skills you want to view.
- Click on the Missing skills 

option to access the Missing skills report that allows you to compare the employee's acquired skills with the required skills for his/her job.

  Note that this report also offers the option of updating employees' target skills.
- You can use the "*Select one or more*" menu to select only employees with a certain status (**Only employees with status** option).
- You can extend your selection by clicking the **Even people who already attended the course** option.
- Click the

button to access the list of selected employees.

This option will enable you to:

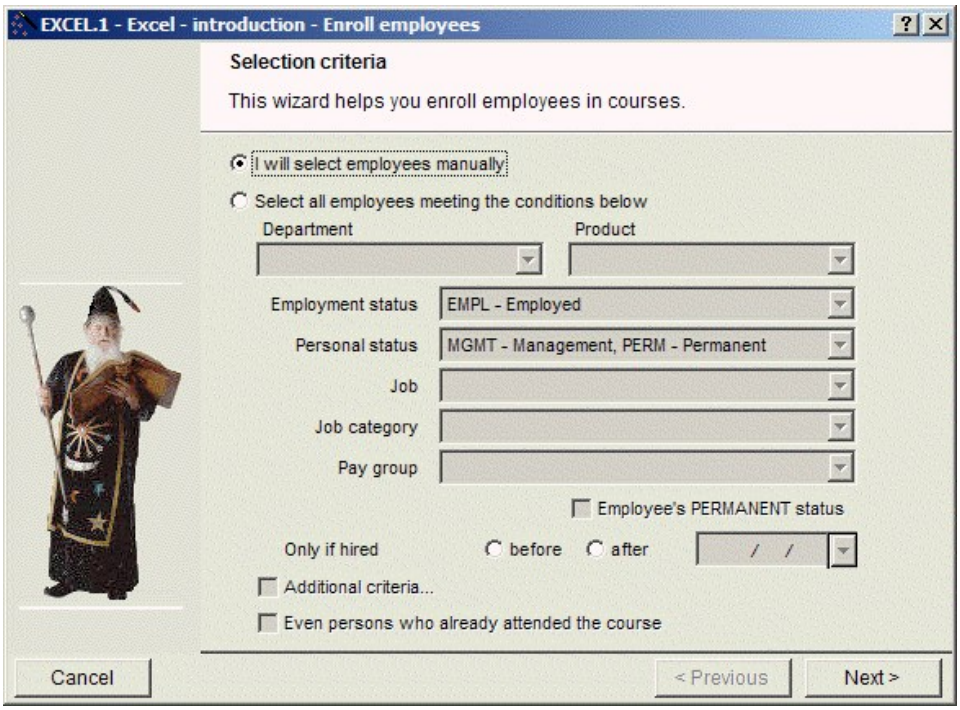
- enroll an employee you have manually selected,
- access the personal file of the person selected,
- access the print control window of the list of selected employees,
- All indicate that you accept that all the selected employees can be enrolled,
- None cancel the selection of listed employees, and manually select one or more others, as desired,
- < Previous go back to the enrollment window,
- Next > access the enrollment confirmation window of the people selected.

Enroll the selected people

Select this tool to access a window allowing you to **enroll** a selection of people for this course.

This tool enrolls a participant in a course, and you can then assign him/her to a specific group.

The search automatically eliminates employees who have already taken the selected course.



- Select the **I will select the employees manually** option to access the list of selected people, which will allow the manual selection of participants.
- Select the option titled **Show me -the employees who meet the following criteria** to access the list of people who meet the stated criteria.

Using the pull-down menus, you can specify the following:

- Responsibility centre
- Personal status
- Job
- Category
- Pay group of employees you want to select

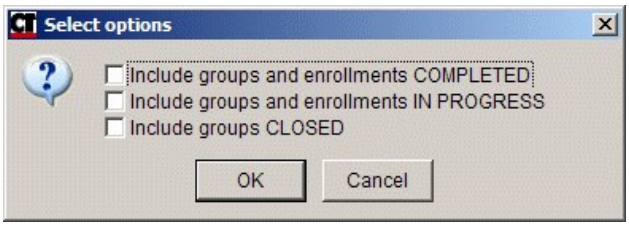
By checking off the following boxes:

- Permanent status: You limit the list to employees with permanent status.
- Only if hired: You limit the list to employees hired before or after the specified date, depending on which box you check.
- Additional criteria: You can program additional criteria using the expressions generator.
- Even people who already attended the course: You can include this category of people in the selection.

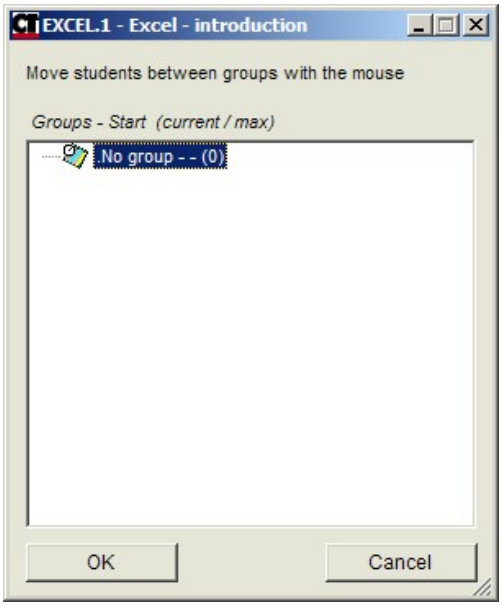
Click the Next > button to access the list of selected people in accordance with the criteria defined.>

Assign groups

Select this tool to access a window allowing you to include groups of people whose enrollment is completed or in progress, or who are in closed groups.



Selecting one of the three actions offered will display the list of groups and associated participants. Once the list is generated, use a mouse to move a participant from one group to another.



Send e-mails

Select this option to access a window to send an e-mail to people enrolled in the course or to participants without an assigned group.

Training history

You can view the training history for each student via the Events module. The specialized TRAINING tab displays information specific to the employee's enrollment.

An alarm can be programmed to trigger the sending of an e-mail to be personalized to confirm or cancel the holding of a course. The alarm will ensure that each employee who is enrolled in a planned course will get a reminder e-mail N days before the course's start date.

See also

Employee training: submodule

Skills: Concepts

Options: Training, Skills, Career

Job (job type or title): module

Overview

The ***Job*** module defines the list of jobs in the company. Other terms used to refer to jobs include functions, job titles and job types.

The terms **job**, **job category** and **position** are explained under job concepts.

Data

The data comes from the **JOB** file. Each job is identified with a unique letter or number ID (a key) of up to 8 characters.

Operation

Input screen

To access the *Job* input screen:

Data | Remuneration | Job... main menu

Administration navigation pane

See also
Module overview
Organization reports available
Configurable options
Related tables

Job: concepts

On this page

- Job versus position
- Job categories

Job versus position

In common use, the terms **job** and **position** are often confused.

In his book on remuneration, *William Mercer* makes a valid distinction between the two terms; we have adopted his concept in the **Umana** system.

A JOB (Job title)

A **job** is a set of activities and tasks.

Many employees may have the same job (perhaps in different departments). Usually, depending on a company's collective agreement, a job is associated with a specific salary or salary level.

- For example, a "**teller**" in a bank is a job. The bank could even define "**junior teller**", "**intermediate teller**" and "**senior teller**" jobs. A single bank could have hundreds or thousands of tellers.

A POSITION

A **position** is like an armchair. It can be vacant or held by a single person.

For example, if a bank has 10 tellers, it means that it has at least 10 teller positions.

Each position is held by a single person at a specific time (unless it is vacant). Usually, there is one position per employee. The person who holds the position permanently is the "incumbent." If the incumbent is temporarily absent for a given reason, the position may be held by someone else, his/her "substitute."

Each position is assigned to a specific service or unit.

Job categories

Many jobs may be grouped together into the same job category.

- For example, the *Blue collar* category could include welder, mechanic, truck driver, etc.

The category table can be configured in the table module. Each job category is specified in the job window.

See also
Job (job type or title): module
Jobs: input screen

Jobs: input screen

To access the ***Job type or title*** window, select:

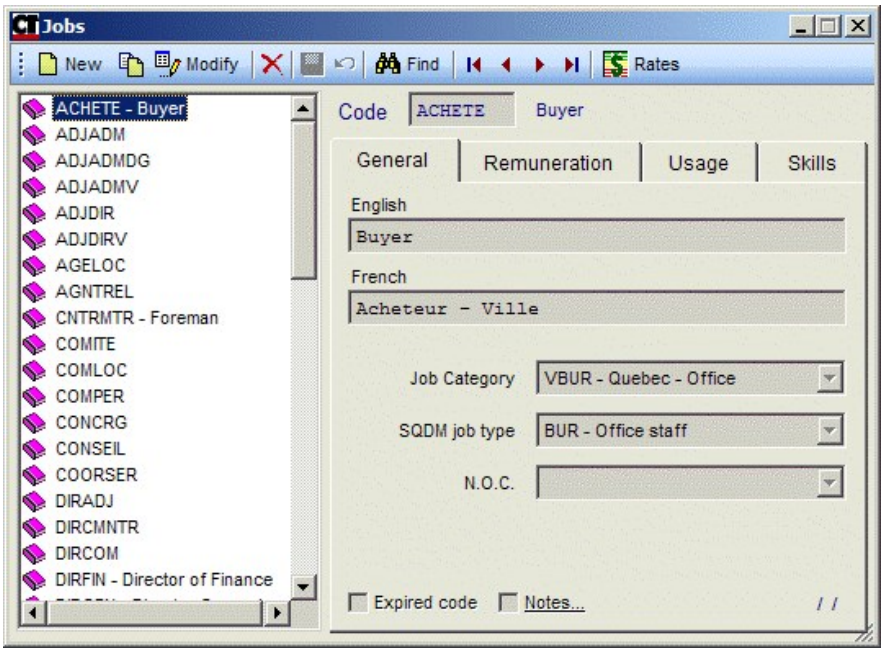
Data | Remuneration | Job... from the menu bar

of the **Administration** navigation pane.

Fields marked with an are **mandatory**; they must be filled out.

Job type or title

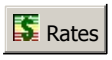
General | Remuneration | Usage | Skills



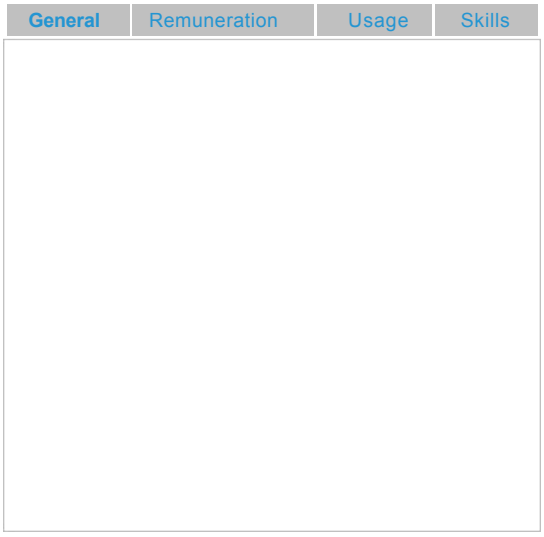
Label	Internal name	Meaning
Code	J_JOBID	Job ID

The left part of the window displays the list of jobs.

Toolbar

Click 

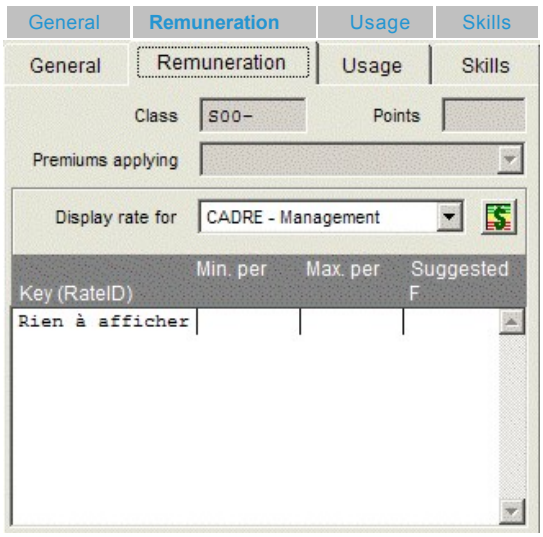
to access the rates table.



Label	Internal name	Meaning
French	J_JOBTITL_LANG	French job title
English	J_JOBTITL_OTHERLANG	English job title

Job category	J_JOBCAT	Job category
SQDM job type	J_JOBTYPE	Job type (SQDM Bill 90)
N.O.C.	J_NOC	National occupational classification
☐ Expired code	J_INACTIV	Check this box to show this job is expired
☐ Notes...	J_NOTES	Check this box to enter free text

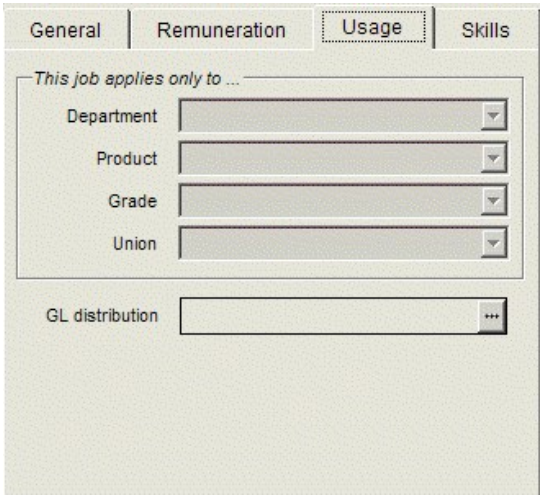
Go back to the *Job* window.



Label	Internal name	Meaning
Class	J_JOBCLASS	Character chain identifying the class associated with this job
Points	J_POINTS	Points allocated to the job (often based on job-related difficulties—used in a job equity program in particular)
Premiums applying	J_PRIME1	Premiums that apply to this job
Display rate for	RE_PLANID	Remuneration plan for which rates are displayed
	_____	Click this button to display the *Rates table* window

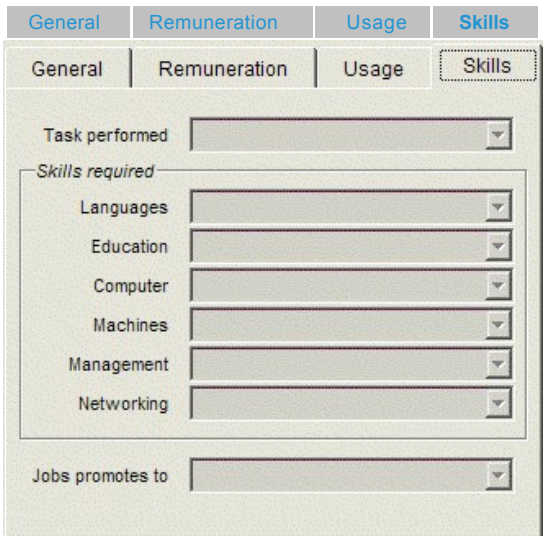
The **view window** at the bottom displays an overview of rates according to the **key** (Rate ID) - showing the **minimum**, **maximum** and **suggested ETC** (Full-Time Equivalent).

Go back to the *Job* window



Label	Internal name	Meaning
Department (ENTITY1)	J_ENTITY1	Responsibility centre the job reports to
Product (ENTITY2)	J_ENTITY2	Budget item the job refers to
Grade	J_GRADE	Job grade
Union	J_UNION	Union the job is associated with
GL distribution	_____	Click to enter this job's distribution to the Job General Ledger

Go back to the *Job* window.



Label	Internal name	Meaning
Tasks performed	J_TASKS	Tasks to be carried out
Languages	J_LANG	Languages required for the job
Education	J_EDUC	Level of education required for the job
Computer	J_SKILL1	First skills category required (Title defined in the configuration options)
Machines	J_SKILL2	Second skills category required (Title defined in the configuration options)

Management	J_SKILL3	Third skills category required (Title defined in the configuration options)
Networking	J_SKILL4	Fourth skills category required (Title defined in the configuration options)
Job promotes to	J_TJOBS	Jobs the employee can move to as per career plan

- Note that a similar tab also exists for the *Positions* window. A job can include certain requirements and a specific position can add others.

Go back to *Functions* window.

See also
Job (job type or title): module
Job: concepts

Events: module

Home > Modules > Events: module

Overview

The ***Events*** module is used to follow up events linked to an employee, group of employees, or all employees (collective).

The module allows you to select, view and manage various types of events.

It is important to note that an event is **not a movement**.
An event does not have **any impact on the employee's pay**.

Data

The data comes from the **EVENT** file.

The ***Events*** module is associated with two sub-modules:

Accidents - This is used to document an accident, incident or illness in the employee file.

Training - This sub-module creates a training course in which employees are enrolled.

Operation

To access the *Events* input screen:

Data | Events... main menu
Events navigation pane

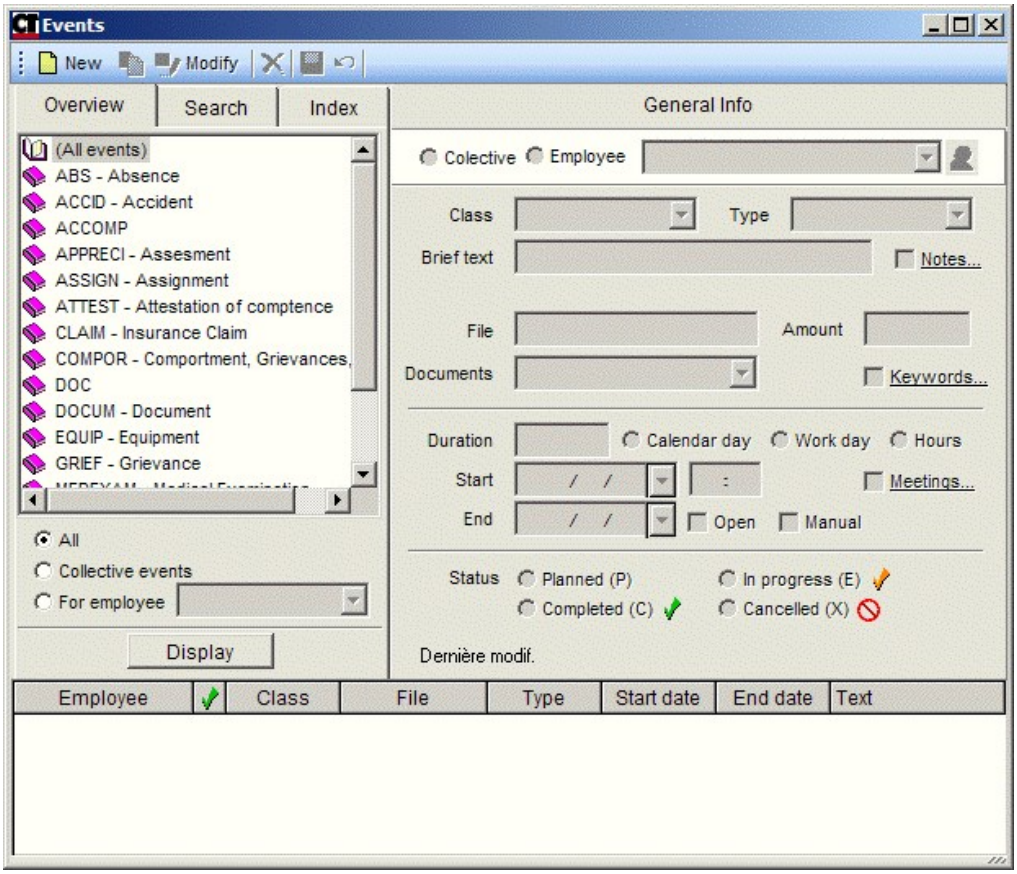
See also
Module overview
Events reports available
Configurable options

Related tables

Events: input screen

To access the **Events** input screen, select:

Data | Events... main menu
Events navigation pane



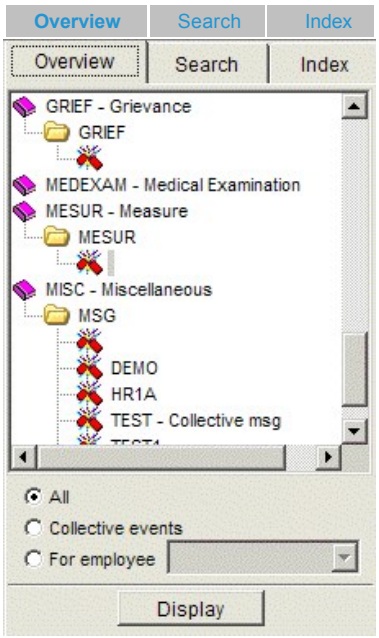
On this page

- Selection of events
  - Overview
  - Search
  - Index
- General info
- Viewing events
- Our company

Selection of events

The left part of the Events input screen displays the search fields to select events displayed in the view window.

Overview



The Overview is a folder of events displayed by class, file and type. You can display the view window for events selected in the Overview by

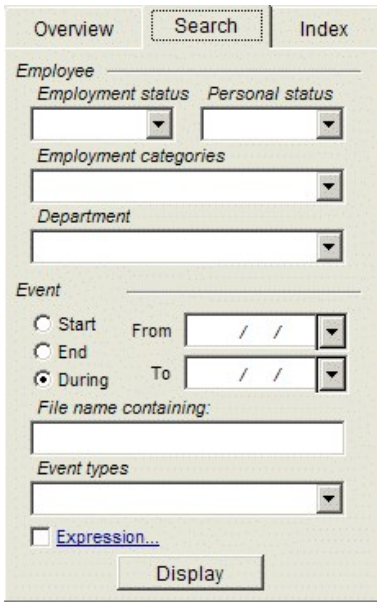
- double-clicking one of the classes | files | types,
- clicking Display, after selecting a class, file or type.

All
Select this field to show that the events being searched may be collective or associated with a single employee.

Collective events
Select this field to show that the events being searched have been identified as collective events.

For employee
Select this field to show that the events being searched regard **a specific employee**. The name of the employee is completed using the pull-down menu to access the person selection window.

Search



This selection window is used to search for events for a set of employees by

- clicking Display, after specifying one or more search criteria.

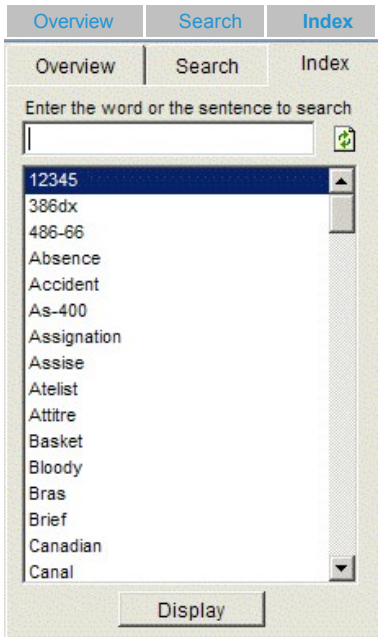
Employee

- ***Employment status***: The pull-down menu of this field accesses a window titled *Select one or more*, listing the available employment status choices to add or remove.
- ***Personal status***: The pull-down menu of this field accesses a window titled *Select one or more*, listing the available personal status choices to add or remove.
- ***Employment categories***: The pull-down menu of this field accesses a window titled *Select one or more*, listing the available employment category choices to add or remove.
- ***Department***: The pull-down menu of this field accesses a window listing the company's main structure (ENTITY1); a box at the bottom of the window offers the possibility of including lower levels for each of the centres listed. Select a centre by clicking on a listed choice and then clicking *OK*, or by simply double-clicking on your selection. In this window, you can also delete your selection by clicking *Delete*.

Event

- ***Start - From***: The pull-down menu displays a calendar to enter the event start date.
- ***End - To***: The pull-down menu displays a calendar to enter the event end date.
- ***During***: The pull-down menu displays a calendar to enter a date between the start and end dates of the event.
- ***File name containing***: Enter the file number to create links between events, and among events and resulting incidents.
- ***Event types***: The pull-down menu of this field accesses a window titled *Select one or more*, listing the available event type choices.
- ***Expression***: Click this option to access the *Generation of a True-or-False expression* to program other components.

Index



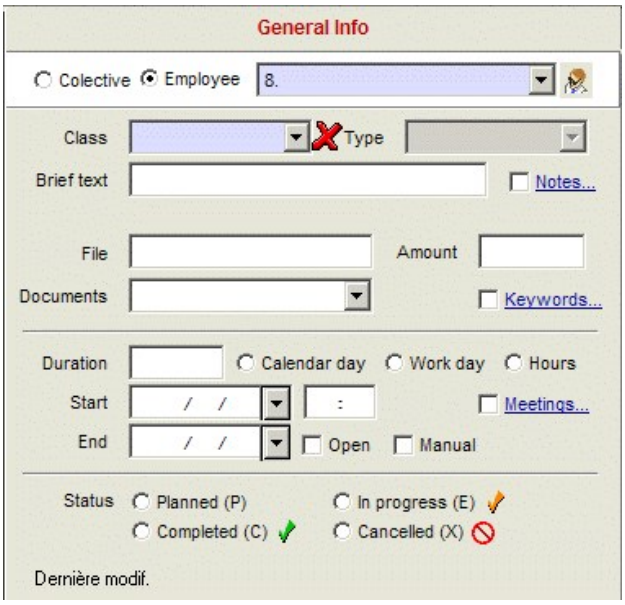
The index is a **directory of** keywords linked to events. You can search all the events with the same keyword by

- double-clicking one of the keywords in the Index,
- selecting a word from the Index, then clicking Display.

Select the button to **update the list of keywords** that you have added during the year.

General Info

The right part of the Events input screen manages and saves **general information** about the event.



Collective
Select this option to specify that the event created will concern all employees or a group of employees. The **(Collective)** designation will be displayed in the Employee column in the view window at the bottom of the window.

Employee - Employee name
Select this header to specify that the event created will only concern a single employee. In this case, the field marking the **employee name** with an must be filled out when the event is created. Click the pull-down menu to open the person selection window and identify the employee in question. Once the name of the employee is completed, the icon is displayed to the right of the field. The **employee name** will be displayed in the Employee column in the view window at the bottom of the window.

Class
The **Class** field, which is marked with an , must be filled out when an event is created. Specify the class using the pull-down menu.
The *Class* field is the first level of classification for the Overview tab.

> You may or may not have access to a class depending on the security associated with its userID.

Type
For each of the classes, you can develop a second level of grouping, called **type**. This field is marked with an and must be filled out when the event is created.
The *Type* field is the third level of classification for the Overview tab.

Brief text
Use this field to briefly describe the event.

> The expressions used in the brief text may comprise keywords displayed in the Index according to the information entered in the module's configuration options.

Notes
Click in this field to enter free text regarding the event.

File
Use this field to document the designation of the event file. The file can serve as a link between events; it is also the

second level of classification in the Overview.

Note that events can be associated with an accident report by entering the report number.
The various enrollments in a training course are linked together by entering the course or group ID.

Amount
Use this field to designate the cost of the event.

Documents
Click this field to post event-related documents in a window.

Keywords
Use this field to enter keywords for the event (one word per line). The keywords entered under this header are found in the Index, as are those that appear in the Brief text field.

Double-click a keyword in the Index to do a targeted search for events containing this keyword.
The search is done on the completed expression documented at each line of the Index.

Duration
Enter a number in this field to designate the length of the event, then select a unit of measurement for the number, i.e. calendar days, work days or hours. *Note that this field is for information purposes only.*

Calendar day
Select this header to specify that the duration of the event is in calendar days.

Work day
Select this header to specify that the duration of the event is in work days.

Hours
Select this header to specify that the duration of the event is in hours.

Start
Use this field to specify the event start date and time, if applicable.

Meetings
Select this header to document the meetings in the window that is generated, by filling out the date, time, duration and designation of the meeting.

- Click **Add** to add the newly created meeting to the list of documented meetings.
- Double-click on the meeting to be modified, then click **Replace** to change the date, time, duration or designation of the said meeting.
- Click to **delete the data**—date, time, duration and designation—of the meeting that is shown in the definition fields.
- **Delete the selected meeting** by clicking on the .

The number and total duration of the documented meetings are shown at the bottom of the window.
Mouse over the word *Meetings* to display the list of documented meetings.

End date
Use this field to specify the event end date. If the end date cannot be closed, check the Open box.

Open
Check this box to specify that the end date is not closed—*event is deemed **open***.

Manual
This function is not used for now.

Status

- **Planned**: Check this box to qualify the event as planned; this status is designated in some reports with the abbreviation P (no associated pictogram, the status box will be blank in the view window).

  When the created event is saved, an event **confirmation of status** window is displayed.
  If you check the ***Do not know*** box instead of one of the status choices offered, the ? pictogram is displayed in the view window, showing that the start date is past and that the event end date is either **past, unknown** or **open** and that the event has not been deemed cancelled, completed or in progress.

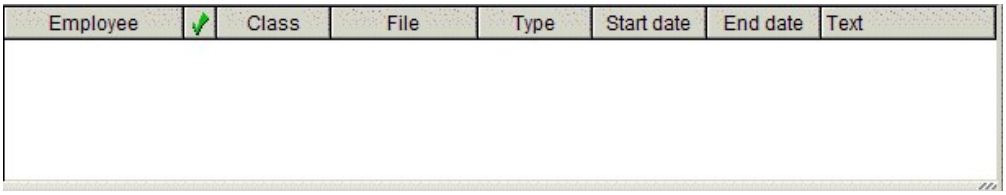
- **In progress**: Qualify the event as in progress by checking this box; this status is designated in some reports with the abbreviation E or by the pictogram.
- **Completed**: Qualify the event as completed by checking this box; this status is designated in some reports with the abbreviation C or by the pictogram.
- **Cancelled**: Qualify the event as cancelled by checking this box; this status is designated in some reports with the abbreviation X or by the pictogram.

Last modif.

The date of the latest modification and the identification of the person who made the change will be displayed.

Viewing events

The view window at the bottom of the input screen lists all the events in the selected file. Access an event on the list by double-clicking the desired line.



Employee

- This column displays the name of the employee documented in general info, if the event only concerns a single employee.
- This column displays the word (Collective) if the event concerns a group of employees or all employees.

Status

shows that the event has been cancelled.

shows that the event has been completed.

shows that the event is in progress.

(blank) shows that the event is planned.

? shows that the start date is past, that the end date of the event is **past** or **unknown** and that the status of the event has not been updated to Cancelled or Completed.

Class

This column displays the class of the event documented in general info.

File

This column displays the file of the event documented in general info.

Type
This column displays the type of the event documented in general info.

Start date/End date

- The *Start date* column displays the event start date.
- The *End date* column displays the event end date; the box is blank if the end date is not closed.

Text
This column displays the brief text documented in general info.

See also
Events: module

Employment history (movements): module

Home > Modules > Employment history (movements): module

Overview

The ***Employment*** module specifies an employee's current status and gives a history of that employee's movements.

Data

The data comes from the JOBHIST file, which contains all of the employee's movements.

- At present, an employee can only have a **single** status in effect at one time.

Operation

Data entry screen
To access the *Employment history* input screen:

Data | Employment... main menu
Person | Employment navigation pane

Before creating a first movement for an employee, you need to **create his/her personal file** in the *Person* module. You can then go back to the *Employment* module to create his/her job movements.

See also
Module overview
Employment module concepts
Job titles - Module
Employment reports available
Configurable options
Mass updates
Steps to hire an employee
Steps to terminate an employee

Related tables

Employment history: concepts

On this page

- Movement: definition
- Specific operations
- Payroll fields
- Employment status change — **major** movements
- Implicit and Explicit supervisor

Movement: Definition

A **movement** is a change in the employee's status, e.g. a hire, increase, transfer, change in job title, layoff, etc. Normally, the employee's last movement specifies his/her current status.

Each movement indicates the reason for the change and its code (movement ID), along with the effective date, thereby creating a complete history of the employee. The movement contains all the information regarding his/her new status, including salary.

Specific operations

Add to change

To report a new employee status, you must **add**, from the *Employment history* window, a new movement in JOBHIST file (usually at the end, with a date later than the others).

You can **correct** a movement already entered for an employee, or even add a new movement to the history.

Saving several changes at once

The *Employment history* window is special because it can modify many records (movements) for a single employee before saving. So as long as you are in Edit mode, you can delete a movement and the deletion will only be saved (permanently) once you click on Save.

Payroll fields

There are many fields relating to employee pay under the **Remuneration** tab of the *Employment history* window:

- Salary per pay period
- Hourly rate
- Annual salary
- Full-time equivalent (FTE) of annual salary (employee's salary if he/she were to work full time)

When you enter one of these values, all the other payroll fields change too. The changes to these other fields is not very obvious but the whole thing is configurable. See Relation between salary fields.

These fields are accessible in the reports via the UNITRATE( ), SALARY( ), ANNUAL( ) and ANNUALFT( ) functions respectively.

Major movements

Some movements involve a change in the employee's employment status, e.g. a **hiring** movement could involve the **active employee** status. Other movements do not affect employment status.

Each movement is defined in the JACTION table. In this table, you can associate an employment status (JSTAT) with a movement.

A movement with an associated status is called a "major movement" and leads to a change in the employee's employment status.

For example, the hiring movement (HIRE) creates an active employee status (EMPL) and the termination movement creates a terminated employee status (TERM).

Minor do not change an employee's employment status. For example, an active employee's status (EMPL) will not change due to an increase movement (INCR).

Supervisor: implicit and explicit

If you use the *Positions* module and an employee is assigned to a position, his/her supervisor will be the incumbent (or substitute) of the position to which he/she reports.

If the employee is not assigned to a position, the number (PERSID) of his/her **explicit** supervisor can be saved in the employee's JOBHIST record (movement); this constitutes the notion of **explicit supervisor**. An explicit supervisor always has priority over an implicit supervisor.

If an employee does not have an explicit supervisor, he/she may have an **implicit** supervisor, i.e. the person who supervises the structure (ENTITY1 or ENTITY2) of the employee in question. The list of implicitly supervised structures is saved in the H_BOSSOF - Supervised structure field.

- This field can be linked to either structure (ENTITY1 or ENTITY2). See *Employment* Configuration options.
- See also BOSS() function - Supervisor employee number.

See also
Employment history : module

Relation between salary fields

Home > Modules > Employment history (movements): module > Employment history: concepts > Relation between salary fields

On this page

- The four salary fields
- Calculation of annual periods
- Calculation based on hourly rate
- Calculation based on salary per period

The four salary fields

There are four fields in the JOBHIST file pertaining to employee salary:

- Salary per pay period
- Hourly rate
- Annual salary
- Full-time equivalent (FTE) of annual salary (employee's salary if he/she were to work full time)

When you enter one of these values, all the other payroll fields change too. The calculations for these other fields are not very obvious but the whole thing is configurable.

Calculation of annual periods

The calculations depend on the number of weeks in a pay period and the number of pay periods per year. These ratios are saved in the PERIOD table. Each table entry specifies the number of periods per year.

Calculation based on hourly rate

1. The **salary per period** is calculated. The default calculation is:

    - pay per week = hourly rate x hours per week
    - pay per period = pay per week x weeks per period

    The first of these calculations can be modified by entering an expression in the *Employment* Configuration options.

2. **Annual pay** is calculated as follows:

    - annual pay = pay per period x periods per year

3. Based on annual pay, the system calculates the **FTE annual pay**:

    - FTE annual pay = annual pay / percent full time

Calculation based on salary per period

1. **Annual pay** is calculated as follows:

    - annual pay = pay per period x periods per year

2. The **hourly rate** is calculated. The default calculation is:

    - hourly rate = (pay per period / weeks per period) / hours per week
      This rate is rounded off to the number of decimals (2 to 4) specified in the *Attendance* Configuration options.

3. If the *Stop salary/period impossible* option is checked under *Employment* Configuration options, the salary per period will be recalculated.

See also
Module overview
Employment history (movements): module
Employment history: concepts

Employment history: input screen

Home > Modules > Employment history (movements): module > Employment history: input screen

To access the ***Employment history*** window, select:

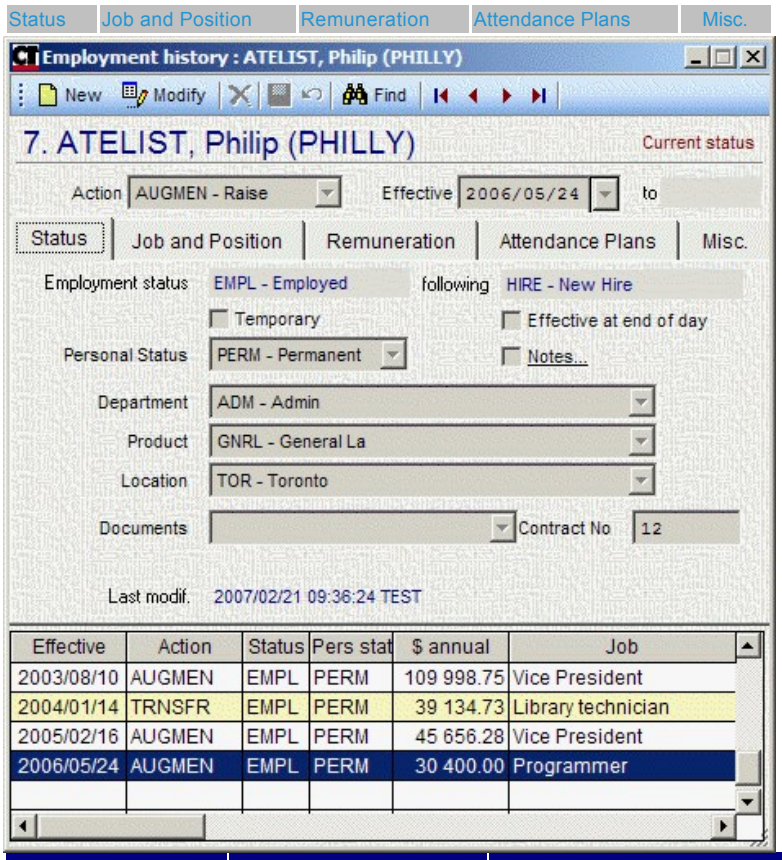
Data | **Employment**... main menu
Person | **Employment** navigation pane

The **Employment history** file should be created for the employee at the time of **hiring**.

- All fields marked with an ✗ are fields that must **obligatorily** be filled out when creating a new file.

You can personalize this input screen to your needs. It can contain two additional tabs: LTA and Premiums.

Employment history window



Label	Internal name	Meaning
Movement	H_JACTION	Movement code - creates the personal status
On date	H_ONDATE	Date on which the movement takes effect

The **view window** at the bottom of this screen is used mainly if you are working on a job file. It contains the employee's **entire employment history**. Click on the line you want to see and the system will display the file in question.

At the start, this window displays the **employee's current status**. This record is found on the last line of the view window. To view the previous records, use the keyboard arrows or mouse up or down.

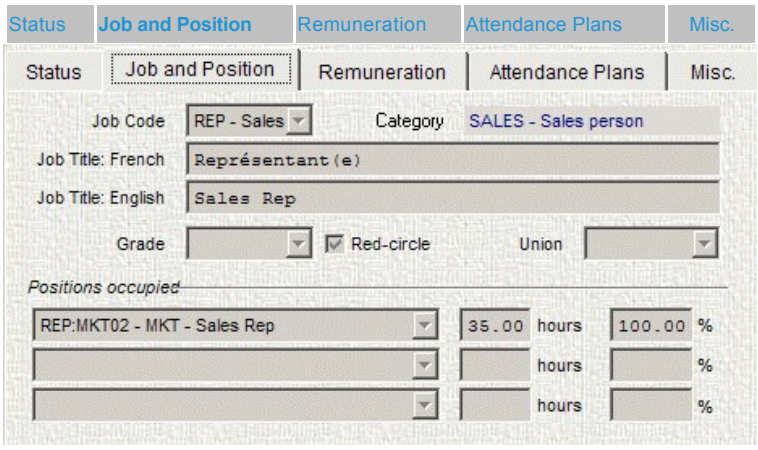
Status

Status | Job and Position | Remuneration | Attendance Plans | Misc.

Label	Internal name	Meaning
Status (employment)	H_JSTAT	Employment status
following	H_JSTATA	Last movement that created a change in employment status
☐ Temporary assignment	H_TEMPMOD	Check this box if the movement is temporary (for a short period)
☐ Effective at end of day	VVENDOFDAY	Check this box for the movement to take effect only the day after the date entered; *this option is more specifically used for terminations*
Status (person)	H_PSTAT	Employee's personal status
☐ Notes...	H_NOTES	Check this box to enter free text
Dept.	H_ENTITY1	Employee's company, location of work or department
Product	H_ENTITY2	Complementary to department. Employee's second company, location of work or department.
Location	H_LOCN	Employee's work location.
Documents	_____	Insert all documents pertaining to the movement, e.g. hiring letter
Contract No.	H_CTRCTNO	Contract number
Last modif.	H_MODDATE	Date of latest modification

Go back to *Employment history* window

Job and Position

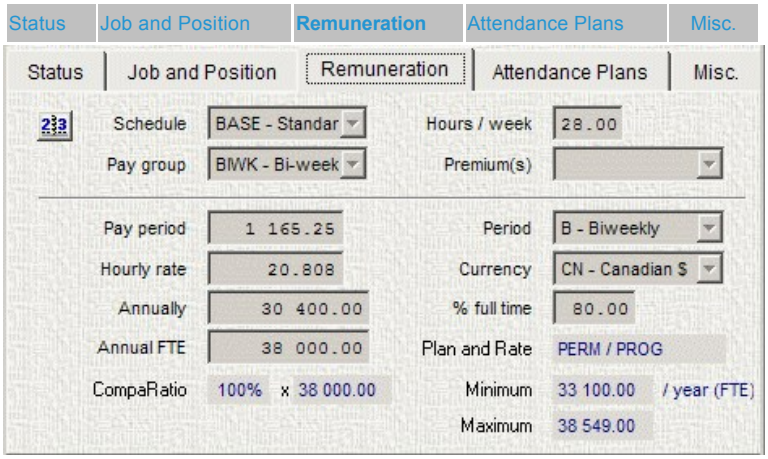


Label	Internal name	Meaning
Job ID	H_JOBID	Job code
Category	H_JOBCAT	Job category

Job title: French	H_JOBTITLF	French job title
Job title: English	H_JOBTITLE	English job title
Grade	H_GRADE	Job grade
Red circle	H_REDCIRC	Check when the employee's salary is not subject to salary scales
Union	H_UNION	Employee's union
Positions occupied	H_POSID1,2.3	Number - code - title of position held by employee
Hours	H_POSHRS1,2.3	Number of hours/week worked by the employee in this position
%	H_PCTTIME1,2.3	Percent full-time work

Go back to *Employment history* window

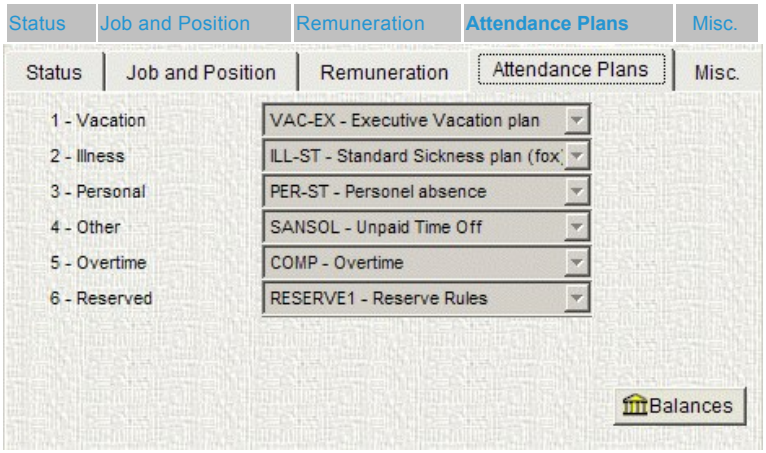
Remuneration



Label	Internal name	Meaning
Schedule	H_SCHEDID	Employee's current schedule
Hours/week	H_HRSPER	Average number of hours worked per week
Pay group	H_PAYGRP	Pay group
Premium(s)	H_PRIME	Applicable premium for employee
Pay per period	H_SALARY	Gross salary per pay period
Period	H_PAYFREQ	Pay frequency
Hourly rate	H_UNITRATE	Hourly rate
Currency	H_CURR	Currency used for payroll
Annual salary	H_ANNUAL	Gross annual salary
% full time	H_PCTTIME	Percent full-time work
Annual FT	H_ANNUALFT	Annual gross salary expressed as full-time equivalent (designated by FTE)
Plan and Rate	H_RPLANID, H_RATEID	Code and keys matching the remuneration plan
CompaRatio	H_COMPARAT	Percent of average rate paid for job
Minimum	H_MONPAY	Minimum gross salary allowed
Maximum	H_MAXPAY	Maximum gross salary allowed

Go back to *Employment history* window

Attendance Plans



Label	Internal name	Meaning
Vacation	H_APLAN1	Attendance plan 1
Illness	H_APLAN2	Attendance plan 2
Personal	H_APLAN3	Attendance plan 3
Other	H_APLAN4	Attendance plan 4
Overtime	H_APLAN5	Attendance plan 5
Reserved	H_APLAN6	Attendance plan 6
Reserved	H_APLAN7	Attendance plan 7

Please note that the bank order and description may vary from one company to another. The time banks are defined in the TIMEBANK table. Refer to the Reference tables module.

Also note that employee attendance plans are saved under the employment history. The plans themselves, however, were created during the implementation in the Time bank module.

The **button** displays the most recent balance of each of the employee's **time banks**:

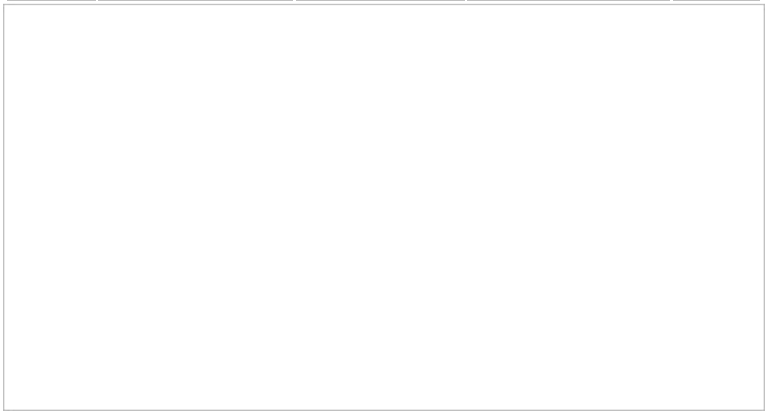
Label	Meaning
Bank	Header-label under which the employee's different time banks are listed
Plan	Header -label under which the different plans for the employee's time banks are listed
Year start	Header-label under which the date each of the balances refers to is listed
Carry from prev. year	Header-label under which the total hours/days accrued the previous year, for each of the employee's time banks

Deposits	Header-label under which are listed the total hours/days accrued during the year in progress, for each of the employee's time banks
Withdrawals	Header-label under which are listed the total hours/days used during the year in progress, for each of the employee's time banks
New balance	Header-label under which are listed the total hours/days accrued (previous + current) for each of the employee's time banks
Accrued for next year	Header-label under which are listed the total hours/days accrued for the coming year for each of the employee's time banks

Go back to *Employment history* window

Misc.

Status | Job and Position | Remuneration | Attendance Plans | **Misc.**



Label	Internal name	Meaning
Supervisor	H_BOSS1	Number and name of supervisor.
Units supervised	H_BOSSOF	Units (ENTITY1 or ENTITY2) supervised
☐ Default value	lIImplicitBoss	Check this box to display the number and name of the implicit supervisor
Show employees supervised	lkBOSSOF	Click this button to display the list of employees supervised
GL distribution	_____	Click to enter this employee's distribution to the General Ledger

Go back to *Employment history* window

See also
Employment history (movements): module
Employment history: concepts
Options: Jobhist

Schedules: module

Overview

The ***Schedules*** module is used to define standard schedules and assign employees.

You may define only a few schedules, such as office schedule, evening schedule, etc. However, with rotating schedules, several schedules may be required for different teams.

Each schedule has a unique ID of six characters maximum.

A schedule is defined by rules (e.g. Monday to Friday) and exceptions (such as statutory holidays). For each date, the schedule specifies a shift or other "day type" (e.g. statutory holiday).

Employees are assigned to a specific schedule in the *Employment* module.

Data

Day types and shifts come from the DAYTYPE table.

The data comes from the SCHED file, whose format is not directly accessible. To use the information from a schedule in a report or a selection, use the WKCAL function.

Operation

Input screen

To access the *Standard schedule* input screen:

- **Data | Schedule | Standard schedule** main menu
- **Administration** | **Schedules** navigation pane

See also

- Module overview
- *Schedules* reports available
- *Employment* module
- Related tables

Schedules: input screen

Home > Modules > Schedules: module > Schedules: input screen

To access the ***Standard schedule*** window, select:

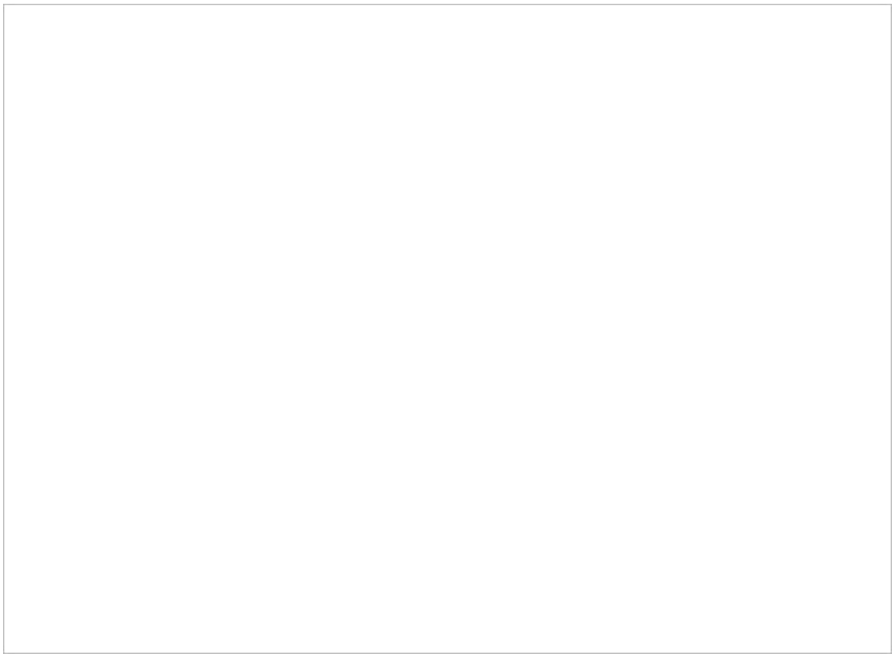
Data | Schedules | Standard schedule from the menu bar

Click the icon on the **Administration** navigation pane.

Fields marked with an are **mandatory**; they must be filled out when creating a new file.

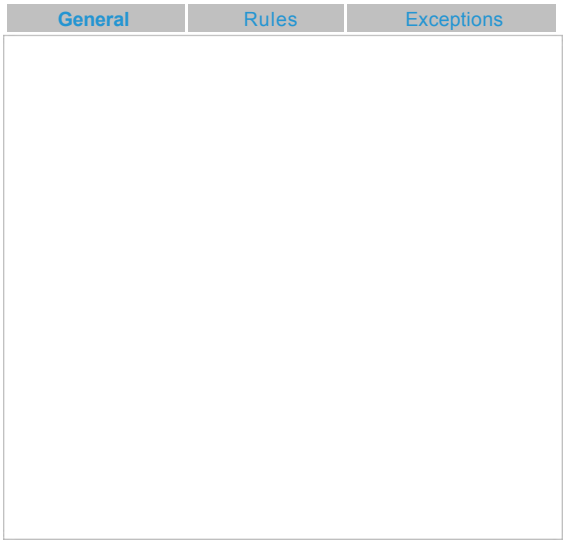
Click to access the various tools of the **schedules** menu, which will allow you to export or import schedules from Excel and to generate assignments.

General | Rules | Exceptions



Label	Internal name	Meaning
Code	SC_SCHEDID	Schedule ID
Calendar	cmdShowCalender	Click this button to display the schedule in calendar form

The left part of the window displays the **list of schedules**.

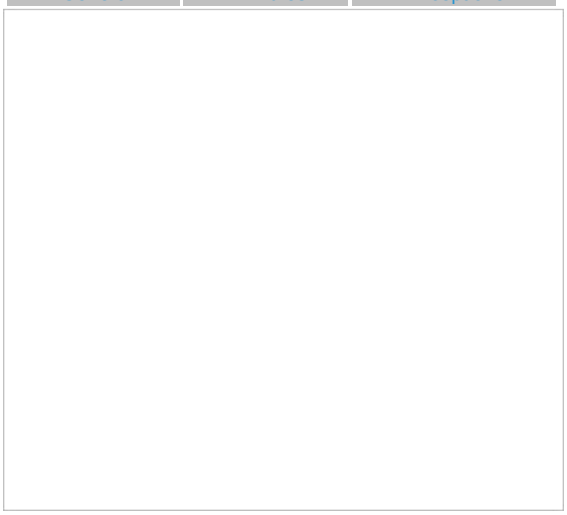


Label	Internal name	Meaning
French name	SC_NAMF	French name of schedule
English name	SC_NAME	English name of schedule
Use when	SC_WHEN	Condition of application
Priority	SC_PRI	Sort order
Hours	SC_HRSPER	Average number of hours per week

Days	SC_DAYS	Average number of days per week
Part time	SC_FHOURS	Percent part time
Premiums	SC_PRIME1	Premiums related to the schedule
☐ Level pay	SC_LEVEL	Check this box to level pay per period
☐ Notes...	SC_NOTES	Check this box to enter free text

Go back to *Standard schedule* window

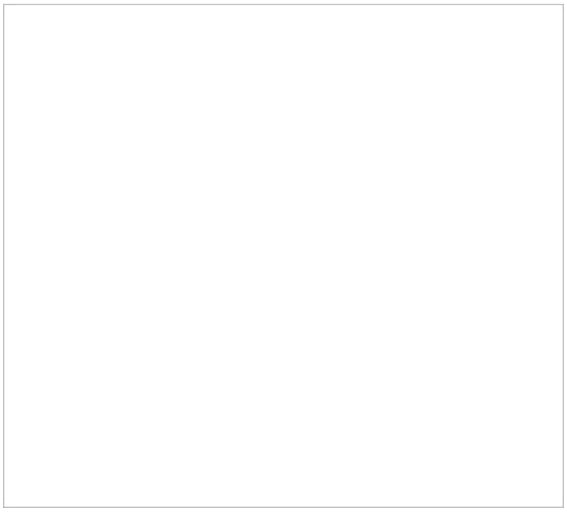
General | **Rules** | Exceptions



Label	Internal name	Meaning
New	cmdNewPattern	In *Modification* mode, click this button to display the *Rules* window and add a new type of day.
Modify	cmdModPattern	In *Modification* mode, click this button to display the *Rules* window and modify a type of day.
Delete	cmdDelPattern	In *Modification* mode, click this button to delete a rule from the schedule.

Go back to *Standard schedule* window

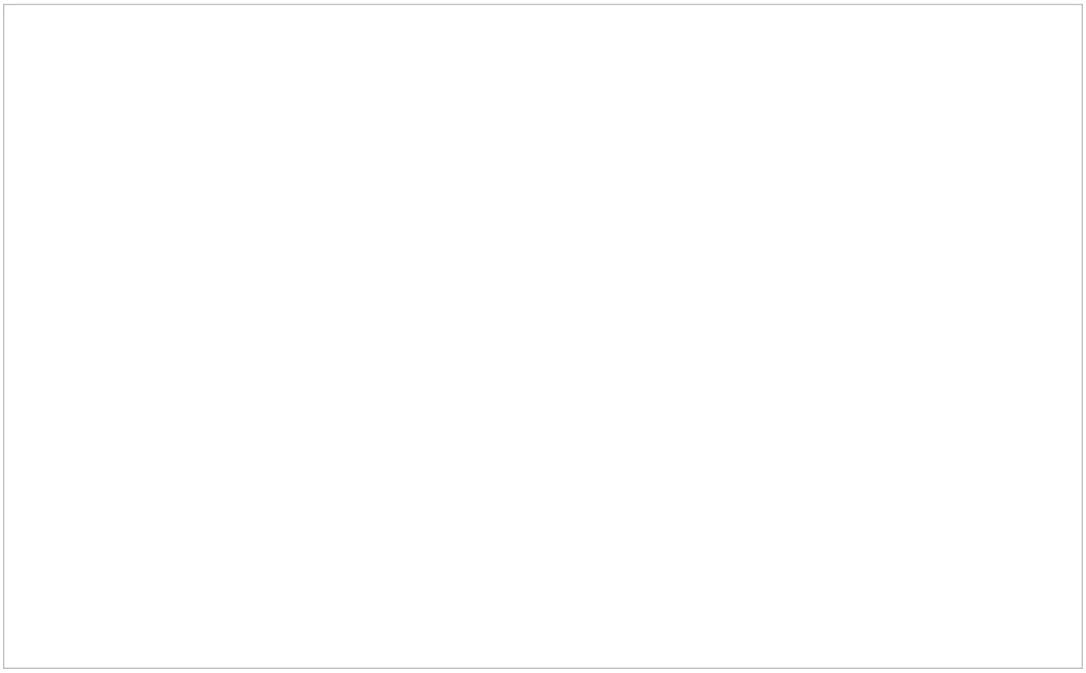
General | Rules | **Exceptions**



Label	Internal name	Meaning
Inherit holidays from schedule	SC_DFLTID	Base schedule
New	cmdNewPattern	In*Modification* mode, click this button to display the *Exceptions (Holidays)* window and add a new exception day.
Modify	cmdModPattern	In*Modification* mode, click this button to display the *Exceptions (Holidays)* window and modify a new exception day.
Delete	cmdDelPattern	In *Modification* mode, click this button to delete a statutory holiday from the schedule.

Go back to *Standard schedule* window

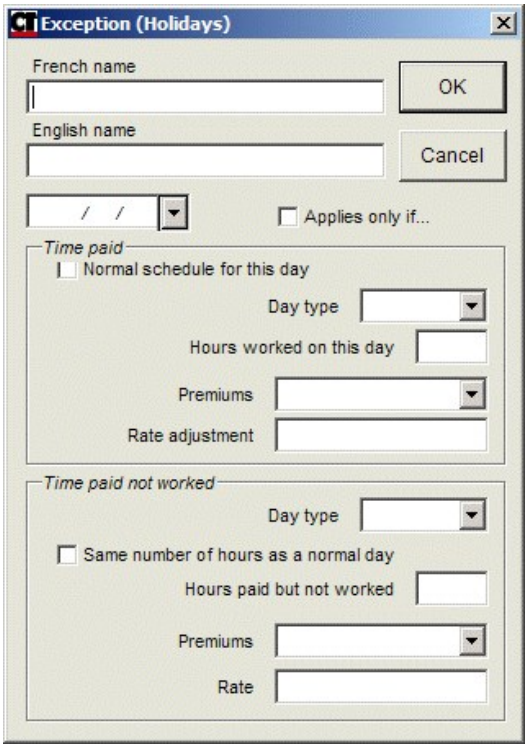
- From this window, you create different types of days for the schedule.



Label	Internal name	Meaning
Cycle starting date	SC_DATE	Date cycle states
Days per cycle	SC_DAYS	Number of days per cycle
Effective from	SC_FROMDT	Date on which the change takes effect
Notes...	SC_NOTES	
Copy from another schedule	_____	Click to copy information from another day (previous rotation, standard fixed schedule or another employee's fixed schedule)
Shift	SC_WHEN	Day type (shift)
Time interval	SC_WHEN	Click to enter a time interval manually
Work from	SC_WHEN	Time shift starts
Work to	SC_WHEN	Time shift ends
Break from	SC_WHEN	Time break or lunch starts
Break to	SC_WHEN	Time break or lunch ends
Hours worked	SC_WHEN	Number of hours worked for this day
Hours paid	SC_WHEN	Number of hours paid for this day
Premiums	SC_WHEN	Premiums granted for this day
Apply	_____	Click to apply the changes
Delete	_____	Click to erase day

Go back to *Standard schedule* window

- From this window, you create various exception days for the schedule.



Label	Internal name	Meaning
French name	SC_NAMF	French name of exception day
English name	SC_NAME	English name of exception day
Date	SC_DATE	Date of exception day
☐ Applies only if...	SC_WHEN	Check this box to enter a condition for the exception day
☐ Normal schedule for this day	lkAsRule	Check this box to use the normal schedule for the exception day worked
Shift	SC_DAYTYPE	Type of exception day worked
Hours worked on this day	SC_HRSPER	Number of hours worked for the exception day
Premiums	SC_PRIME1	Premiums granted for the exception day worked
Rate adjustment	SC_ADJAMT	Rate for the exception day worked
Day type (shift)	SC_FDAYTYPE	Type of exception day not worked
☐ Same number of hours as a normal day	lkAsRule2	Check this box to use the normal schedule for the exception day not worked
Hours paid but not worked	SC_FHOURS	Number of hours paid for the exception day not worked
Premiums	SC_FPRIME	Premiums granted for the exception day not worked
Rates	SC_FADJAMT	Rate for the exception day not worked

Go back to *Standard schedule* window

See also
Module overview
Schedules: module

Payroll: module

Home > Modules > Payroll: module

Overview

The payroll process includes many steps and requires discipline, accuracy and follow-up. See the payroll process for a complete diagram of the data and processes.

Gross pay versus net pay

Payroll logically divides into **gross pay** and **net pay**.

1. Gross pay

Gross pay records the number of hours worked each day. Hours worked are payroll earnings, as are overtime hours worked. Amounts can also be recorded if no hours are involved, such as bonuses, commissions, etc.

Absences are also recorded here-paid and unpaid leave, which is why gross pay should be closely linked to the *Attendance* module. Since some absences can be linked to a time bank, the link to the time bank must also be provided.

Use the *Attendance detail* window to view, enter and modify gross pay transactions.

The gross pay module is an integral part of the **Umana** system. Even when you opt for an external payroll system, this module is still used to manage the detail of absences.

2. Net pay

Net pay is executed starting from gross pay earnings. It calculates the statutory deductions (e.g. taxes) and other deductions such as benefits and union dues.

Umana has its own net pay system, but can also export data to an external payroll service. See below.

Use the *Net pay* module to view, generate and adjust net pay.

An important difference between gross pay and net pay

Gross pay is recorded every day, while net pay is only recorded per pay period. When gross pay transactions are processed by net pay, they are identified at the pay period. Accordingly, transactions (and therefore costs) can be analyzed per pay period or per month, even if the pay periods are weekly.

Net pay: Integrated or external?

The **Umana** integrated net pay system is available, along with the possibility of exporting the data to an external net pay service. At installation, one or the other can be installed.

Umana net pay

With the **Umana** integrated net pay system, you use the net pay calculation and finalization of temporary pay functions to finalize payroll. You also use the Net pay window, and the gross pay and net pay reports.

External net pay

With an external net pay service, you only use the **Umana** gross pay, which you export to your net pay provider. To finalize the period, you do the update after the payroll.

In both cases

Regardless of whether you use the **Umana** integrated net pay system or an external net pay service, the *Attendance and gross pay module*, generation of salaries, pay calendar, employee pay information (payroll parameters), and gross pay reports will be used.

Data

Gross pay and attendance transactions come from the TIMEDT file.

Net pay transactions are entered via the time sheet into the temporary file TEMPPAY. Once finalized, they are transferred to the net pay detail file: PAYDT.

The PRPAR file completes the employee file with information such as the bank account number (for direct deposits), statutory deductions, etc.

Operation

Input screen

To access the *Employee info* input screen:

> **Data | Net pay | Employee info...** main menu
> **Person** navigation pane
>
> This is where information that affects the employee's payment is entered, e.g. bank account numbers for direct deposits.

To access the *Pay calendar* input screen:

> **Data | Net pay | Pay calendar...** main menu
> **Pay** navigation pane
>
> The pay calendar defines the pay periods by pay group. The pay calendar is also the starting point for the whole process. Click the **Tools** buttons to access the operations available for payroll.

The Calculate temporary pay operation calculates net pay. The results are saved in the TEMPPAY temporary file. This calculation takes into account the specific benefits and deductions of the employee's BENEFIT file and other parameters of the PRPAR payroll file. This operation is one of the operations available via the pay calendar.

The Finalize temporary pay operation transfers the transactions of the TEMPPAY temporary file to PAYDT net pay and marks the transactions in gross pay in order to save a history. This operation is available via the pay calendar.

The Generate salaries operation creates *normal* transactions in gross pay for employees - regular, recurring hours or amounts. This operation is accessible via the pay calendar and Data | Attendance, Gross pay | Generate salaries... main menu. There is an option to undo these transactions.

Export to an external net pay system

If an external payroll service is used, **Umana** provides the tools required for export (Interface to external net pay). Once net pay is produced, the "update after payroll" should be executed.

The export to an external payroll system is equivalent to calculating temporary pay in the Umana net pay. The update after payroll is the finalization (above).

See also
Module overview
Attendance detail and Gross pay module
Net pay module
Interface to external net pay
Gross pay and *Net pay* reports available
Related tables
Counters

Gross pay - Attendance detail: module

Home > Modules > Payroll: module > Gross pay - Attendance detail: module

Overview

The ***Attendance detail and Gross pay*** module manages the employee's attendance and gross pay transactions (records), as well as presences and absences. The same transactions are also used for gross pay and to monitor attendance.

Source of transactions

Transactions may come from many sources: Time sheets, time clocks, imports from other systems, generation of salaries, etc. They can also be created directly in the *Gross pay* module. See the Payroll files diagram.

Some transactions can be created by net pay when net pay is calculated or when they are exported to an external net pay service. These transactions are visible under the last tab (at the bottom) before the net pay is finalized.

Transactions

- A transaction only affects a single day, although an employee may generate several transactions in the same day.

Each transaction includes the following:

- Employee number
- Date
- Code for earnings, absence, premium, etc.
- Number of hours and/or amount of money
- Work (job) performed, in which department, which shift, etc.
- Pay group
- Pay period in which the transaction was paid (once processed)
- The rate, service, job, etc. may all differ from what the employee usually does. Transactions can be viewed as an accurate history of what the employee **actually did**, in contrast with his/her status (employment history), which specifies what **he/she would usually do**.

Time banks

Some transactions may affect the time banks: **deposits** (e.g. overtime hours worked and deposited) and **withdrawals** (sick leave bank). To trace all allocations to banks, all time bank deposits are also located in this same file-even if they are paid directly by the employer and are not processed by net pay.

Data

The data is saved in two files:

- TIMEDT file, which contains the data that has not yet been archived
- OTIMEDT file, which contains the archived data

Operation

Input screen

To access the *Attendance detail* input screen:

Data | Attendance, gross pay | Attendance detail... main menu
Payroll | Attendance detail navigation pane

See also
Module overview
Attendance detail and Gross pay input screen
Doing payroll: process
Gross pay reports available
Configurable options
Related tables

Attendance detail and gross pay: input screen

To access the ***Attendance detail*** window, select:

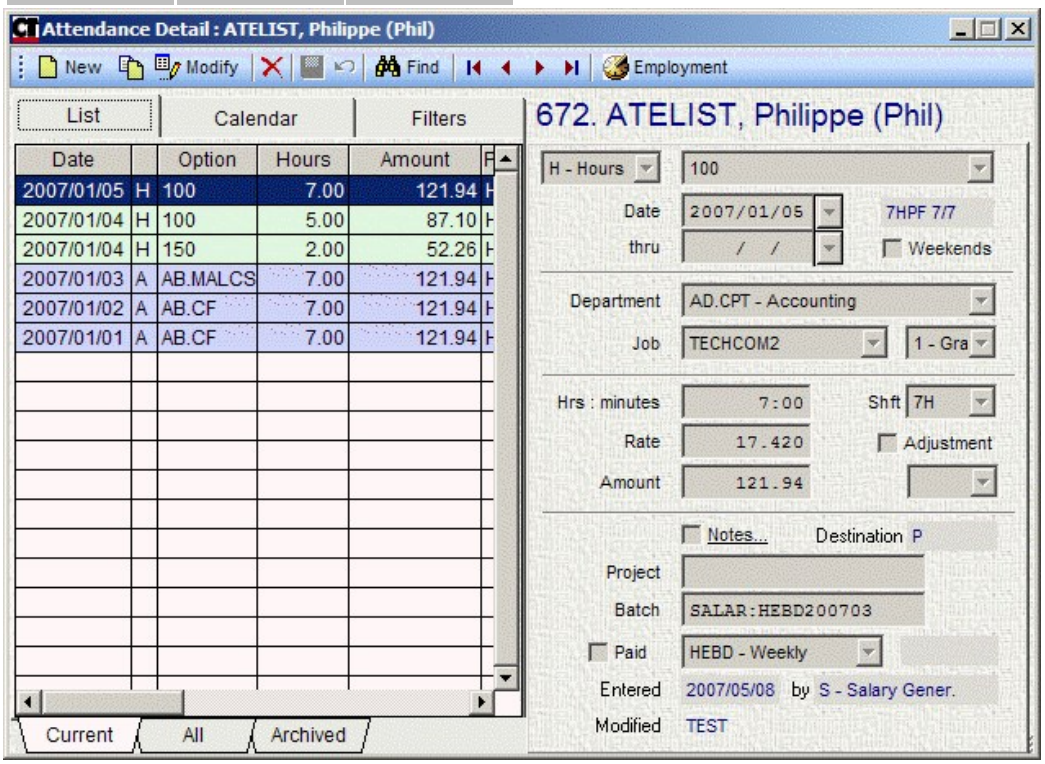
Data | Attendance, gross pay | Attendance detail... from the menu bar

Click the button of the **Payroll** navigation pane.

Fields marked with an are **mandatory**; they must be filled out.

Attendance detail

List | Calendar | Filters



Label	Internal name	Meaning
Type	T_TYPE	Transaction type
Option	T_OPT	Transaction option
Date	T_EFFDT	Effective date of transaction
Calendar (no label)		Shift and regular working hours for the person for this day, based on his/her file (employment history)
thru		Date of last transaction to be created
☐ Weekends		Check this box to create transactions for unplanned days in the calendar when you create a series of transactions
Department	T_ENTITY	Value of ENTITY1 or ENTITY2
Employee's job at the transaction date	T_JOBID	Job
Employee's grade at the transaction date	T_GRADE	Grade
Hrs	T_HOURS	Number of hours of the transaction
Shft	T_DAYTYPE	Employee's shift at the transaction date
Rate	T_UNITRATE	Hourly rate to apply to the transaction
☐ Adjustment		Check this box to stop adding hours to the day's total
Amount	T_AMT	Total amount of the transaction
Currency	T_CURR	Currency of the transaction
☐ Notes...	T_NOTES	Check this box to enter free text
Destination	T_DEST	P = Paid The numbers 1-9 represent the time banks involved. A number followed by a "D" is a deposit. A "P" or "W" after the number means a withdrawal, paid or unpaid.
Project	T_PROJECT	Code of project or distribution to the General Ledger, if unusual
Batch	T_BATCH	Batch number for the transaction

☐ Paid	T_XMITOK	If this box is checked, the transaction has already been processed and finalized by net pay
Pay no.	T_PAYNO	Pay group, and pay period in which the transaction was processed by net payroll. I If the transaction has not yet been paid, only the pay group is displayed. If the transaction belongs to temporary pay, the group is displayed also, but the *Paid* box above is not checked.
Date paid	T_XMITDT	Date transaction processed
Entered	T_ENTERDT	Date transaction created
by	T_SOURCE	Module used to create the transaction
Modified	T_USER	ID of user who made the latest modification to the transaction

Toolbar

Click

to display the *Employment history* window.

Go back to *Attendance detail* window

The left part of the window displays an overview of transactions for this person.

Format: List, Calendar or Filters (top tabs)

Using the top tabs, select the display format:

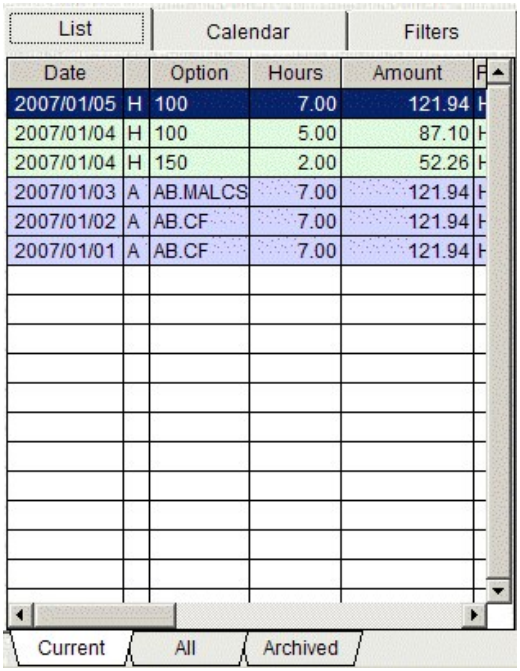
- Transaction list - reverse chronological order
- Calendar - colour bars show the transaction types
- Filters - allow you to select

Selection (bottom tabs)

At the bottom of the panel on the left, there are some transaction selection tabs.

- Choose the **Current** tab to display only current transactions-those which have not yet been processed by net pay.
- Select the **All** tab (Current + Paid) to also include processed transactions. Archived transactions will not be displayed.
- Select the **Archived** tab to display archived transactions. They are in a separate file, but are available for processing or reports. These transactions cannot be modified.
- The **Temp** tab may be displayed if the employee has deposits in the time banks generated by net pay for a period that has not yet been finalized. Temporary transactions are not yet accrued in the time banks.

Go back to *Attendance detail* window



Click the transaction you wish to see and its details will be displayed in the right part of the window.

- Note that the transactions are in reverse chronological order, with the most recent first.

Go back to *Attendance detail* window

The *Calendar* tab displays all of the transactions concerning an employee in a calendar. The colour bars indicate the presence of

transactions.

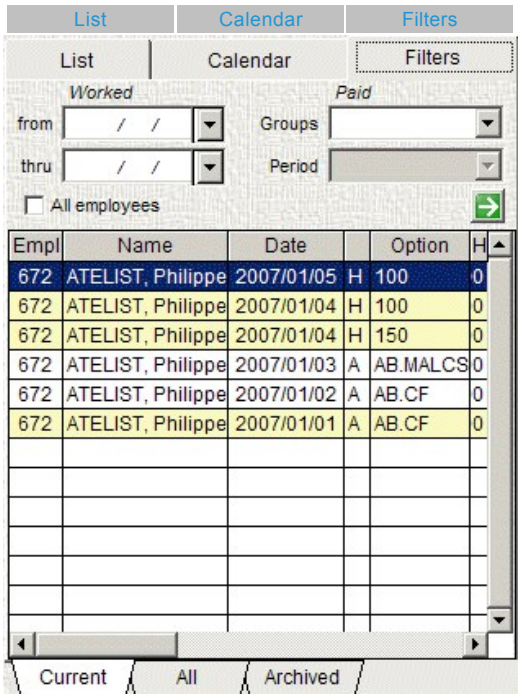
Click a date to display the transaction details for this date. Note that there may be several transactions for the same date. To move from one transaction to the next for the same date, use the Previous and Next buttons from the toolbar.

Transaction types are shown by the colour bars under the dates:

- Hours worked - straight time
- Overtime
- Paid leave (vacation, sickness, etc.)
- Unpaid leave
- Other (premiums, deposits to time banks, etc.)

- The days that are not planned in the employee's schedule are darker.
- The total amount transacted per day is displayed at the bottom of each date.

Go back to *Attendance detail* window



The *Filters* tab lets you make a selection from the entire set of transactions. Once the list is built, you can click on one of the transactions to display the detail.

You can search by date, pay group and pay period, for one or all the employees. Once your criteria are entered, click to start the search.

See also

Gross pay - *Attendance detail*: module

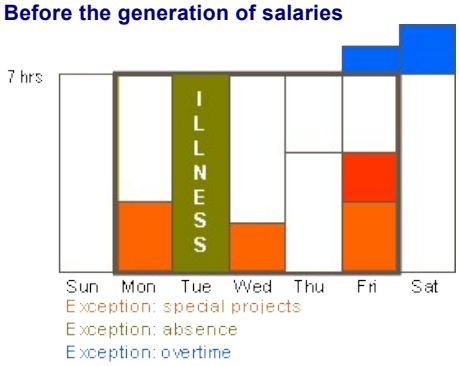
Generation of salaries

Concepts

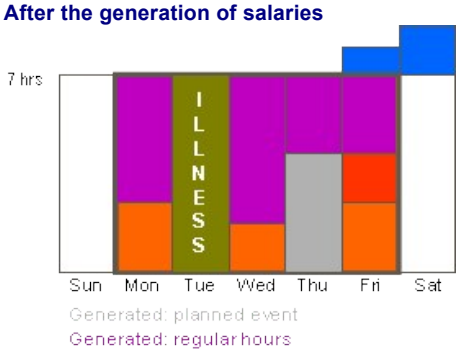
The purpose of this operation is to automatically create the employee's regular hours transactions, based on his/her schedule, in the attendance detail (gross pay, **TIMEDT**). This lets you enter only the exceptions (by time sheet or other).

The generation of salaries can also add the premiums (via a slight customization of the module).

Before the generation of salaries



After the generation of salaries



Usage

So. . .

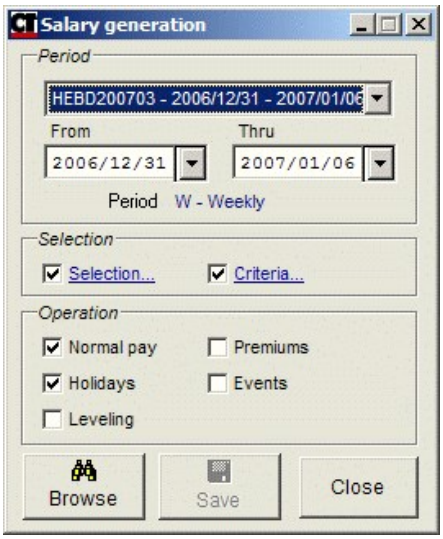
- First, you need to make sure that all special hours have been entered.
- Then you apply the generation of salaries to cover the regular unentered hours.

Because the generation of salaries considers the existing transactions in TIMEDT, you can execute it more than once without any problem; transactions generated the first time will not be duplicated.

After the generation of salaries, you can view, modify or delete the transactions generated in the attendance detail window, as you would do for any other transaction.

Operation

To access the generation of salaries, open the pay calendar window and select the period you want, then click and select **Generate salaries.**



Browse
The "Browse" button lets you see all the entered and generated transactions. You can also select transactions to be saved.

Save
This operation transfers the selected transactions from the TIMETMP to the TIMEDT table to make them permanent.

For security requirements, **once saved, transactions that are entered or generated are no longer accessible** in the time sheet module.

To **view** or **modify** them, select **Data | Attendance, gross pay | Attendance detail...** and it is then up to the **payroll manager to act**. This is the last step in entering gross pay earnings, and the opportunity for the payroll manager to make the final corrections and adjustments.

See also
Gross pay - *Attendance detail*: Module
Salary generation - Wizard
Configurable options
Related tables

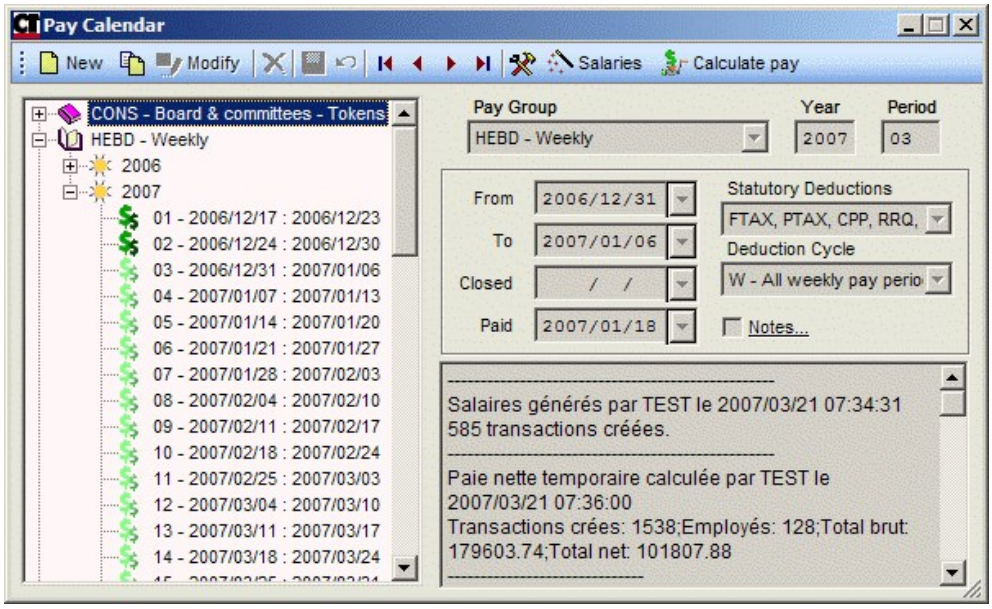
Pay calendar: input screen

Home > Modules > Payroll: module > Pay calendar: input screen

To access the ***Pay calendar***, select:

Data | Net pay | Pay calendar... from the menu bar
Click the button on the **Payroll** navigation pane.

Pay calendar



The left part of the window displays the list of existing payrolls.
The colours indicate the following:

- Pay period created
- Temporary net pay calculated (for one or more employees)
- Pay finalized for one group of employees and calculated for another group
- Temporary net pay cancelled
- Net pay finalized (for one or more employees)

Select a payroll to display its detail in the part on the right.

Label	Internal name	Meaning
Pay group	PN_PAYGRP	Pay group
Year		Year
Period		Pay period
From		Start date of pay period
To		End date of pay period
Closed		Date payroll closed
Paid		Date payroll paid
Statutory deductions	PN_DEDSTAT	Statutory deductions included in payroll
Deduction cycle	PN_CYCLE	Pay cycle
Notes...	PN_NOTES	Free text note

Toolbar

Click to display the **available tools**.

Click Salaries for the Generation of salaries.

Click Calculate pay to display the "Net pay preparation" wizard.

Tools

The pay calendar is the starting point for payroll processing. Click to access the following operations:

Generation of salaries

Generation of salaries creates regular hours transactions in gross pay for employees - regular, recurring hours or amounts.

Cancellation of salaries

Cancellation of salaries deletes regular hours transactions created by the generation of salaries.

Calculation of temporary pay

This wizard calculates net pay. The results are saved in the TEMPPAY temporary file. This calculation takes into account the specific benefits and deductions of the employee's BENEFIT file and other parameters of the PRPAR payroll file. This operation is accessible via the pay calendar.

Cancellation of temporary pay

This operation undoes the Calculation of temporary pay and deletes the transactions created in the TEMPPAY temporary file.

Finalize temporary pay

This operation transfers the TEMPPAY temporary pay transactions to PAYDT net pay and marks the transactions in gross pay in order to save a history.

Cancellation of finalized pay

This operation deletes the net pay transactions of the PAYDT file and puts back the unprocessed gross pay transactions.

Creation of the new year

This wizard creates a series of pay periods for a new year.

See also
Payroll: module

Gross pay: control tools

Home > Modules > Payroll: module > Gross pay: control tools

Control

All these reports are available under **Print | Gross pay** from the menu bar.

Reports on hours not carried over:

- Time NOT carried over
- Lots NOT carried over
- Missing hours (2 versions)

Summary reports on transactions in Attendance detail (**TIMEDT**):

- Earnings per employee
- Earnings per option
- Earnings per project
- Earnings per service
- Earnings per employee and option
- Earnings for a counter

- For the selection, check the ☑ **Unprocessed transactions** box and specify the end date in order to select transactions for the current period.

Detailed transaction reports - one at a time:

- Transactions per date
- Transactions per employee and date
- Duplicated transactions
- Transactions for counter
- Time per employee
- Time per department

- Using the selection, you can search the transactions for a person in particular or for a category of transactions.

Detailed employee reports

- Employee info
- Record of employment
- Time sheet

Number of employees paid for a period compared to the preceding period:

- Control report
- Movements (**Print | Job** from the menu bar)

To make corrections to gross pay, use the Attendance detail window.

See also
Payroll: module

Net pay: module

Home > Modules > Payroll: module > Net pay: module

This module is only available if you opted for Umana Payroll. Please consult your technical support.

Overview

Use the *Net pay module* to view, generate and adjust net pay. Based on the earnings of gross pay, it calculates the statutory deductions (e.g. taxes) and other deductions such as employee benefits and union dues.

Transactions

- In the case of net pay, transactions are grouped by pay period and by type.

Each transaction includes the following:

- Employee number
- Pay period
- Type (hour, absence, statutory deduction, benefit, total)
- Option (pay amount, statutory deduction or benefit)
- Amounts and hours, employee and employer shares

Data

The data is saved in two files:

- TEMPPAY file, which contains the temporary net pay data calculated by the "Net pay calculation" operation
- PAYDT file, which contains the finalized net pay data

Operation

Input screen

To access the Net pay input screen:

Data | Net pay | Detail - net pay... main menu
Pay navigation pane

See also
Payroll: Module
Doing payroll: Concepts
Doing payroll: Process

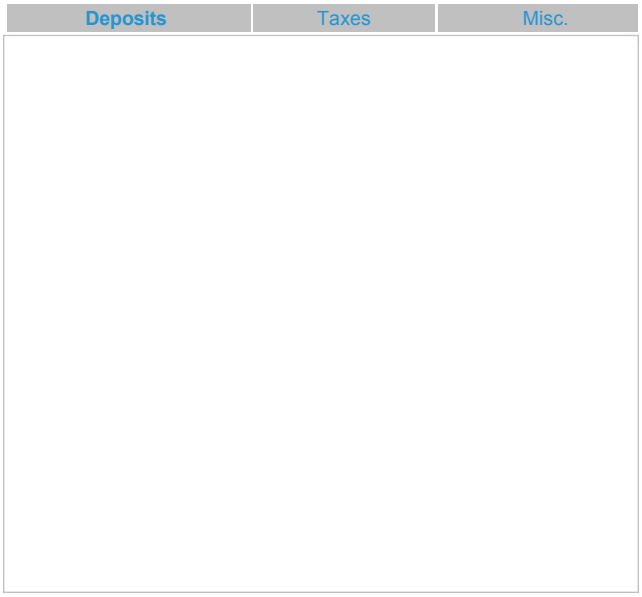
Payroll info: Employee: input screen

To access the ***Payroll info input screen***, select:

Data | Net pay | Employee info... main menu
Person | Payroll info navigation pane

- Fields marked with an X are **mandatory**; they must be filled out when creating a new file.

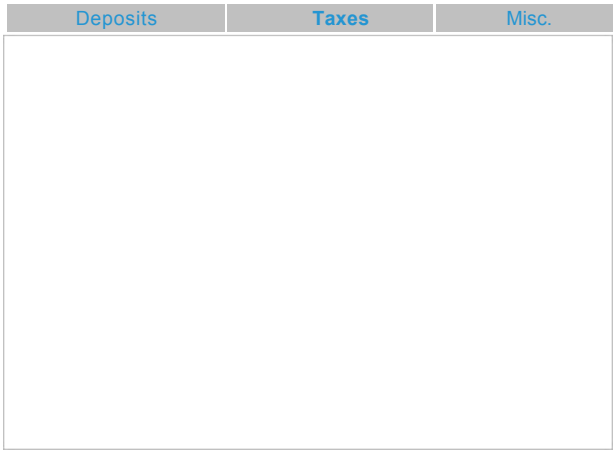
Payroll info window (also called Employee info)



This screen contains information on payroll deposits into the employee's account.

Label	Internal name	Meaning
Employee ID in the payroll	E_PAYID	Employee number used in the payroll system
Exclude from pay	PP_EXCL	Check to exclude this employee from payroll
Employer ID		Number of employee's employer
Pay by		Method of payment to employee: cheque or bank deposit
ID	PP_BANKID1	Identification of employee's bank
Transit	PP_BTR1	Identification of bank transit number
Account	PP_BACCNT1	Employee's account number
Amount	PP_AMT1	Amount deposited in the 1st, 2nd or 3rd bank account
%	PP_PCT1	Percentage deposited in the 1st, 2nd or 3rd bank account
Addr.	PP_BADDR1	Bank address

Go back to *Payroll info* window



This screen contains information on the employee's tax credits. All these credits will affect the employee's net pay.

The button is not available for now.

Label	Internal name	Meaning
Basic exemption - Federal	PP_EXFED1	Employee's basic exemption - federal taxes
Basic exemption - Provincial	PP_EXPRV1	Employee's basic exemption - provincial taxes
+ spouse - Federal	PP_EXFED2	Amount transferable between spouses (federal)
+ spouse - Provincial	PP_EXPRV2	Amount transferable between spouses (provincial)
+ other - Federal	PP_BASTC	Enter any other basic exemption such as credits for dependants (federal)
+ other - Provincial	PP_PBASTC	Enter any other basic exemption such as credits for dependants (provincial)
= Total credit - Federal		Total federal income tax credits calculated by the system
= Total credit - Provincial		Total provincial income tax credits calculated by the system
Additional tax - Federal	PP_ADDTAX	Enter any other employee source deductions (federal)
Additional tax - Provincial	PP_PADDTAX	Enter any other employee source deductions (provincial)
Excluded deductions	PP_DEDSTX	List of statutory deductions the employee is exempt from paying
Dependants (number)	PP_DEPEND	Employee's number of dependants

Go back to *Payroll info* window

Deposits | Taxes | **Misc.**

RRRRRRRRRRRRRRRRRRRRRRRRRRR

Label	Internal name	Meaning
Commissions Revenue	PP_ESTINC	For employees on commission - Total revenue
Commissions Expenses	PP_ESTEXP	For employees on commission - Total expenses
Record of employment (ROE) history...	E_ROES	History of records of employment generated for theemployee
T4 and Relevé-1 adjustments...	PP_T4ADJ	List of adjustments to be made to T4 and Relevé 1 in the AA:yyyy:ee:nn O where AA=T4 or R1, yyyy=year, ee=employee number, nn=line number on fed or prov return, O=operation(+, -, =).

Go back to *Payroll info* window

See also
Payroll: module

Net pay calculation

This module is only available if you opted for Umana Payroll. Please consult your technical support.

Overview

This operation calculates net pay based on the earnings of gross pay. This calculation considers the employee's specific benefits and deductions, along with payroll parameters. The results are saved in the TEMPPAY temporary file.

During the net pay calculation, some transactions may be generated in the attendance detail. These transactions are linked to the time banks when the bank's rule specifies entitlement calculated at each pay period. They can be paid to the employee, or deposited in his/her time banks.

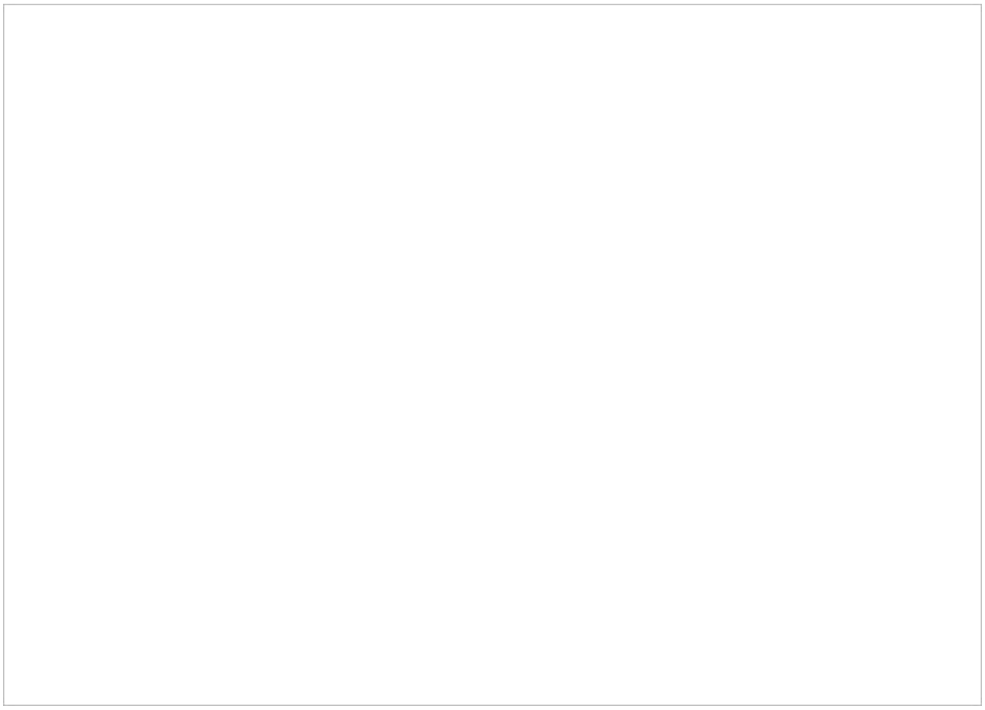
These transactions are found in the ADJUST temporary file and are visible in the Attendance detail window under the "Temp" tab. They will be combined with normal transactions when the payroll is finalized.

Operation

To calculate net pay, open the period in the pay calendar, click the **Tools** icon and select "Calculate pay." The wizard will help you prepare the temporary net pay.

- Note that you can also access net pay preparation by selecting: **Tools | Wizards | Calculate net pay...** in the main menu.

1. Pay period



Use this screen to modify the period or the dates for which you want to calculate temporary pay.

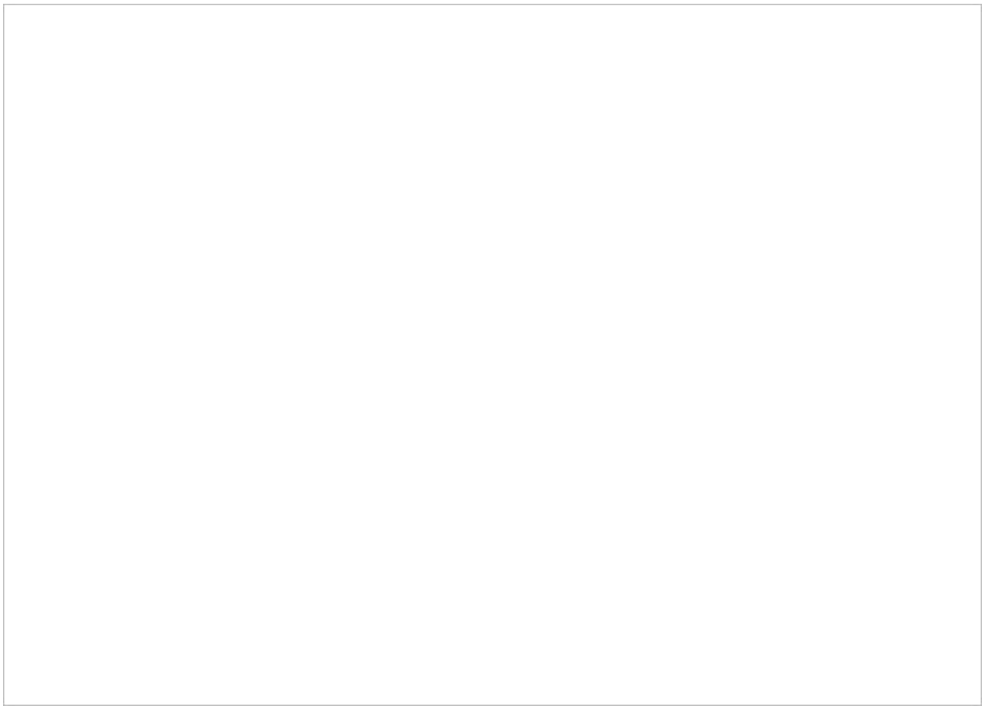
The system will process all the unpaid attendance detail transactions for the selected period (from ... to ...).

- Note that in the following window, it is understood that your selection applies to the current period.

Go back to start.

---

2. What to pay



Earnings (gross pay) to pay

This section allows you to define the transactions you want to use in the payroll calculation.

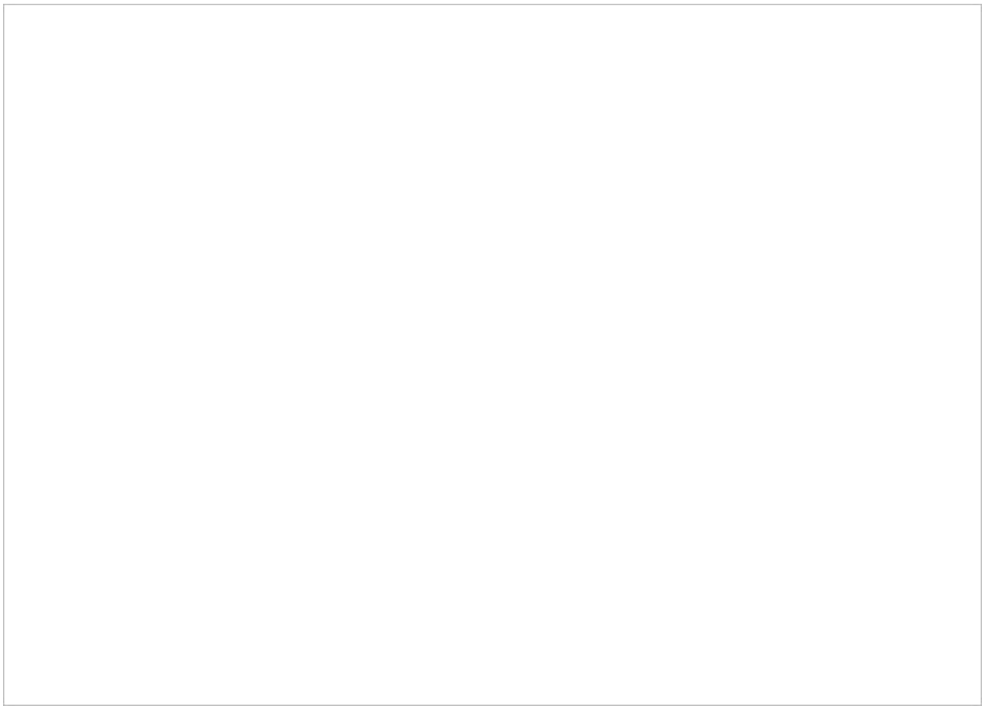
Calculation rules

This section allows you to define the rules you want to use in this payroll calculation.

Go back to start or to the previous window.

---

3. Whom to pay



This windows allows you to select one or more employees or a group of employee(s).

Go back to start or to the previous window.

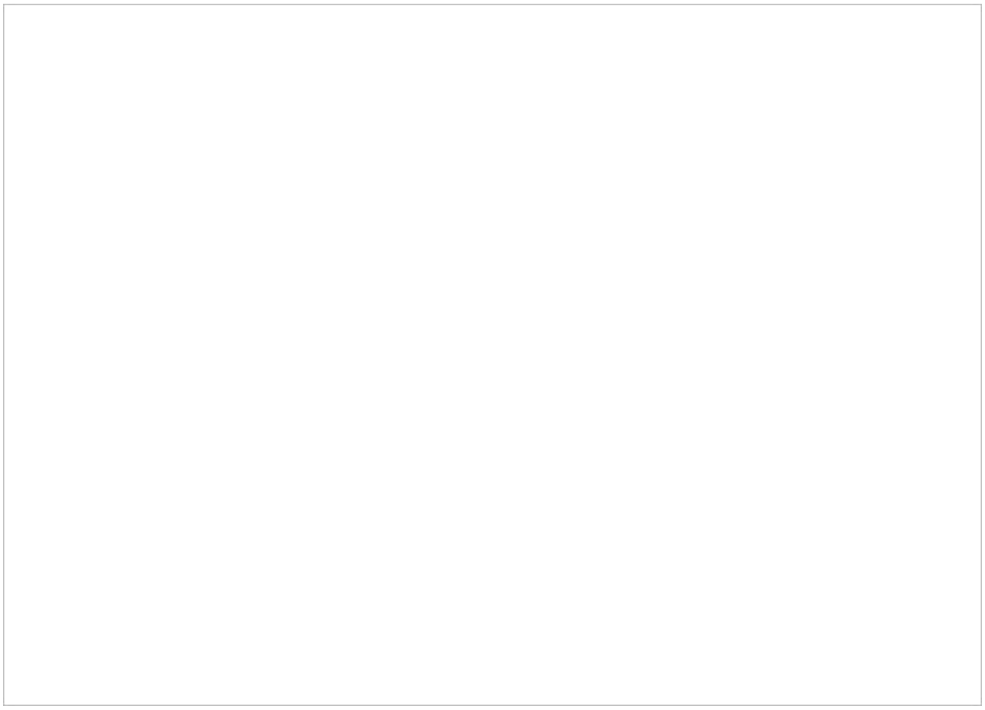
---

4. List of employees to be paid

This window displays the employees corresponding to the selection in the previous window.
You can include, exclude or add an employee using the bottom buttons.

Go back to start or to the previous window.

5. Final confirmation



This window allows you to perform the calculation according to the previously entered parameters, or to modify your selection.

Once the pay has been calculated for a period, the icon to the left of the period in the calendar turns purple.

- Note that you can undo the payroll calculation using the "Cancel temporary pay" tool.

Go back to start or to the previous window.

See also

Payroll: Module

Doing payroll: Concepts

Doing payroll: Process

Net pay: input screen

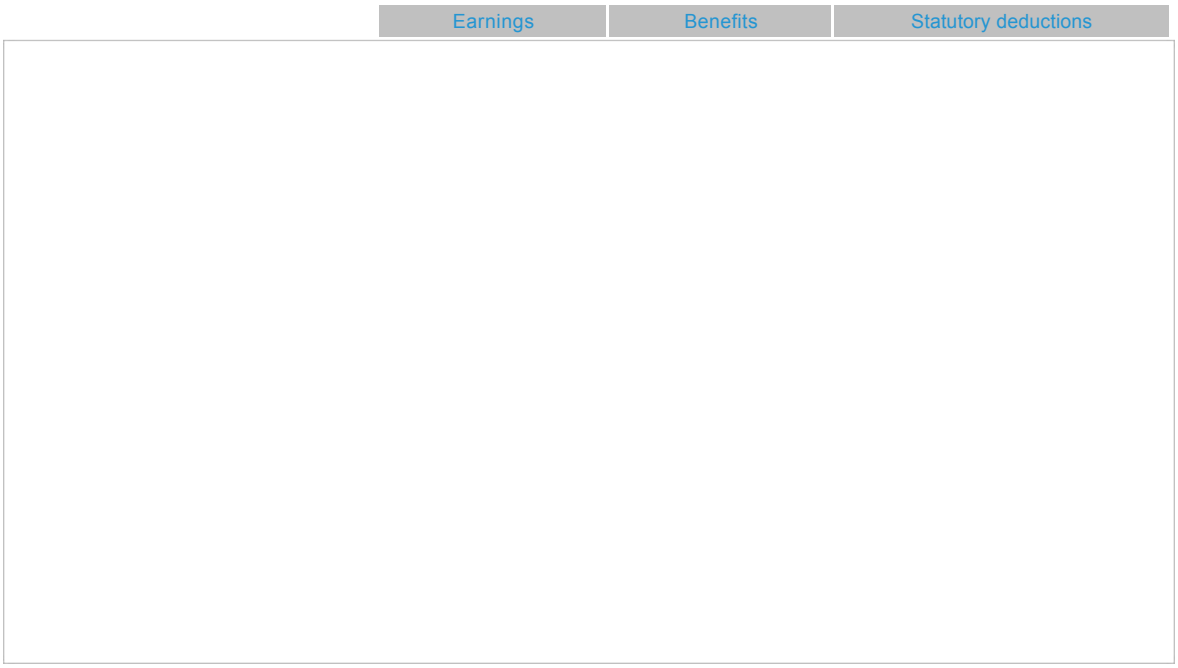
This module is only available if you opted for our payroll system. Please consult your technical support.

To access the *Net pay* window, select:

Data | Net pay | Detail - Net pay... from the menu bar

Click the button of the **Payroll** navigation pane.

Net pay



The left part of the window displays the net pay list. Click the one you want to see, and the employee detail will be displayed in the right part of the window-each of the tabs containing its separate detail-while the bottom part displays the payroll summary for this employee.

Three fields are displayed to the right of the employee, i.e. employer number for payroll, pay group and province.

You can add and modify the benefits and deductions to be applied to payroll. Under these tabs, the New button at the top right will be available.

Toolbar

Click Cumul to display the cumulative totals for the year. Extra columns will be added within each of the tabs.

Click Overview to view the entire year. You can view the summary (one line per pay) or the detail (all codes) for the year.

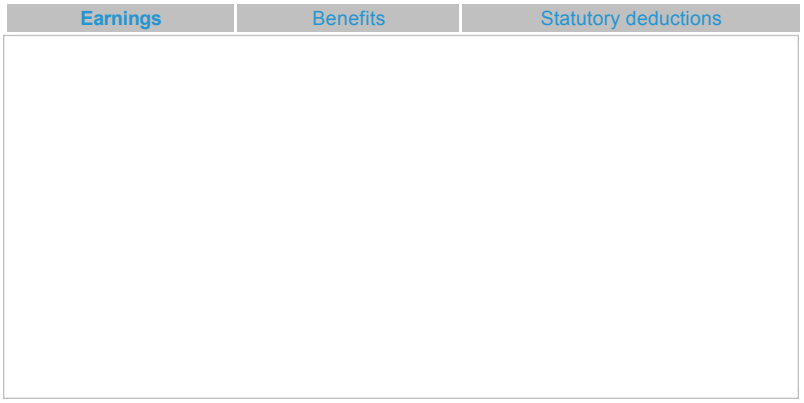
Click Recalc to recalculate this pay for this person.

Click to display the pay calendar.

Click to display the Benefits and Deductions window (available only from the "Benefits" tab).

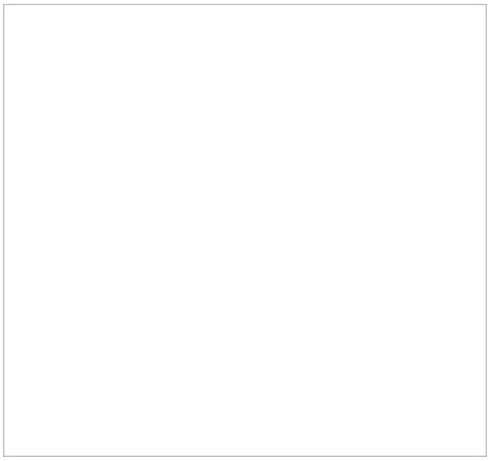
Click to display the Benefits plans window (available only from the "Benefits" tab).

Go back to *Net pay* window

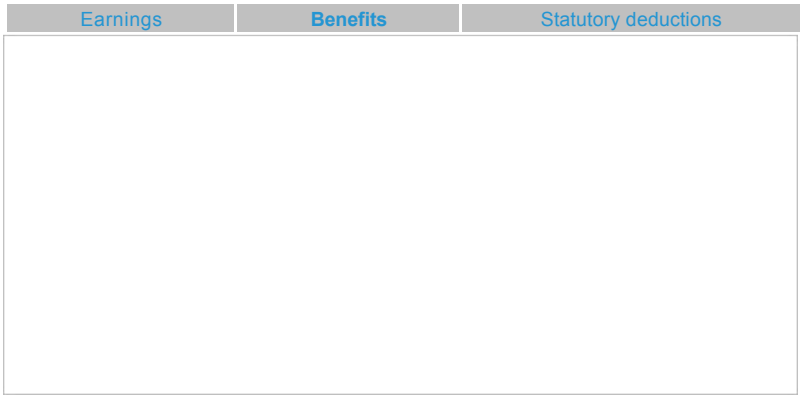


The *Earnings* tab displays total earnings paid for the period, by type.

Click one of the lines to see the corresponding source, i.e. attendance detail transactions.

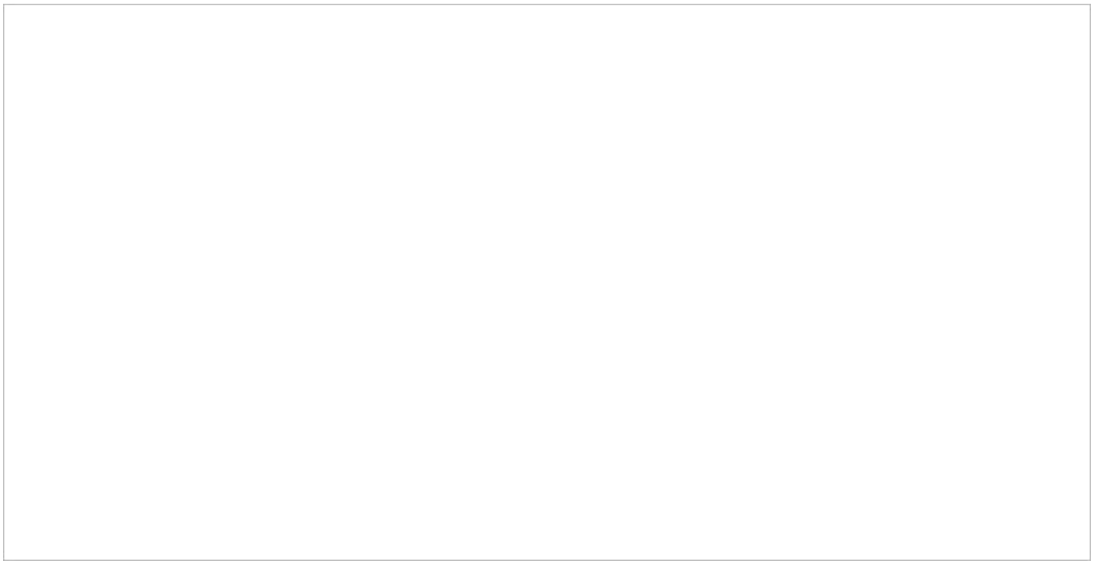


Go back to *Net pay* window



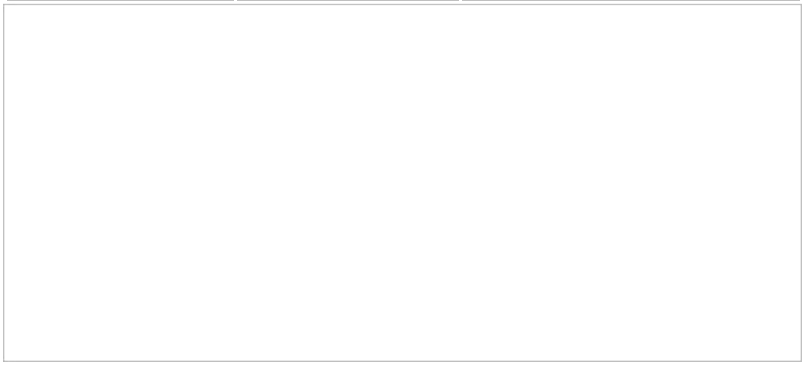
The *Statutory deductions* tab displays total statutory deductions by type.

Click a line to view or modify its content.



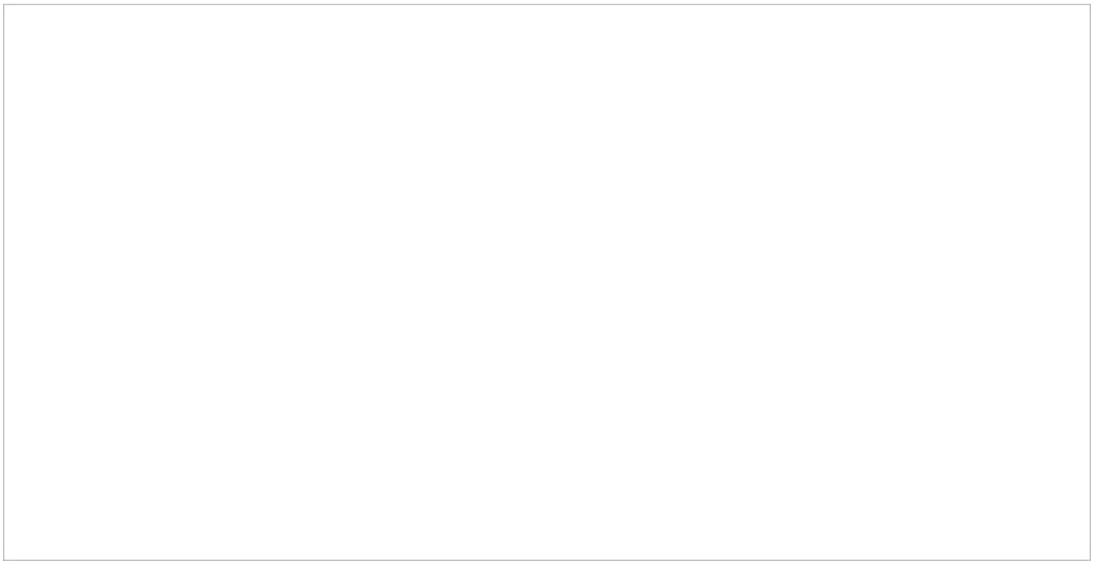
Go back to *Net pay* window

Earnings | Benefits | **Statutory deductions**



The *Benefits* tab displays the total by benefits plan.

Click a line to view or modify its content.



Go back to *Net pay* window

See also
Payroll: module

Finalize temporary pay

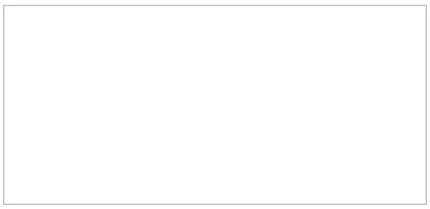
Overview

This step records the gross pay transactions with the pay period number. It also transfers the payroll transactions into a permanent file.

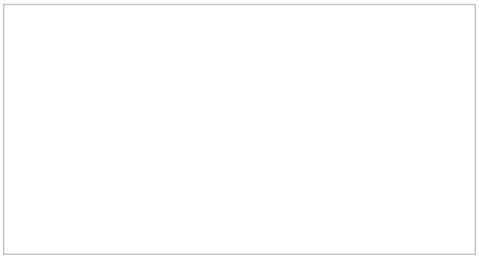
Operation

To finalize payroll, open the period in the pay calendar, click the **Tools** icon and select "Finalize pay."

The system will ask you to confirm your request.



After, the processing will be executed, and a second screen with the totals will be displayed.



Once the pay has been finalized for a period, the icon to the left of the period in the calendar turns dark green.

See also
Payroll: Module
Doing payroll: Concepts
Doing payroll: Process

Interface to external net pay

Home > Modules > Payroll: module > Interface to external net pay

Operation

The payroll process for an export to external net pay is very similar to the one under integrated **Umana** net pay.

Steps to be followed:

1. Update employee files.
2. Prepare gross pay-exactly as with **Umana** net pay.
3. Check everything - **Umana** provides several control reports to ensure that everything has been correctly entered.
4. Transfer the data to external net pay. In other words, use **Umana** to create a file that will then be exported to the external net pay system.
5. Finalize pay - also called "update after payroll."

External net pay interface

This process is used to transfer information from **Umana** to the external net pay system. It is therefore important to complete all the steps in **Umana** before exporting to the external net pay.

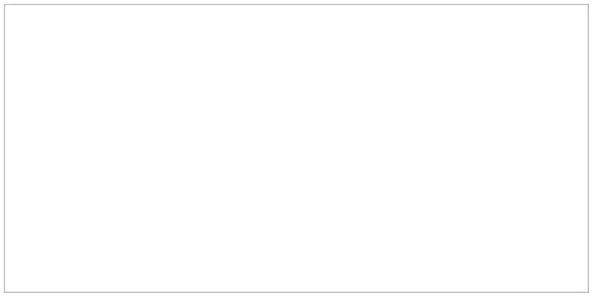
This process is divided into two parts:

1. **Export** - **Umana** creates a net pay file based on the following:
    - Changes to files
    - Gross pay transactions
    - Benefits and deductions to be applied
2. **Import** of the file created to the external net pay system. For more information, consult your net pay provider. This part, importing the results, is optional and is not available with most external services.

Creating export files

To create export files from **Umana**

1. Select **Tools | Export...** from the menu bar. In the dialog box that is displayed, select the **Pay:** export.

2. 
3. Click the **Destination** button and specify the name of the file to be created.
4. Check the **Selection** box to display the dialog box below. Enter your selections and click the **OK** button.

    - By checking **Personal information**, you transfer the data pertaining to employee files.
    - By checking **Payroll transactions**, you transfer the data from gross pay.
    - *Note that the **Deductions, source deductions** selection is not always used.*

5.
6.

4. Back at the **Data export** window, click the Exporter button to create the file.

    - If you find a mistake, you can change the data in **Umana** and recreate the export file as many times as you wish, until you finalize it.

Update after payroll (finalize pay)

Once net pay has been successfully completed, execute the "update after payroll" tool to inform **Umana** that this information has been successfully sent. This operation is very important because it stops the data from being re-sent to subsequent periods.

- To execute the update after payroll, select **Tools | Maintenance | Attendance, pay...** from the menu bar. In the dialog box that is displayed, select the "**Update after payroll**" option.

Data and tools

Indicators of change

To create the net pay file, the system searches for records and fields that were created or modified since the last payroll. To find them, the system checks the indicators in the data files.

The following files contain such indicators:

- PERS (employee file)
- JOBHIST (movements, employment history)
- PRPAR (employee payroll information)
- TIMEDT (gross pay)
- BENEFIT (enrollment in benefits and deductions)

- You can reinitialize (turn off) all these indicators, except those for gross pay TIMEDT, with a single tool. Select **Tools | Maintenance | Person, job...** from the menu bar. In the dialog box that is displayed, select the "**Delete modification indicators**" option.

Gross pay file (TIMEDT)

In this file, each transaction is recorded with the period number when it is processed by net pay. The period number is the T_PAYNO field. It is created by the "update after payroll" and is visible in the Attendance detail window.

Employee payroll number

The employee number in net pay may be different than his/her number in **Umana**, for many reasons:

- The way of numbering employees in net pay may be different than in **Umana**.
- It could involve an employee newly listed in **Umana HR** since the last net pay data transfer. This employee does not yet exist in net pay, so this number will not yet have been assigned.
- The number may have changed in **Umana**.

Umana accordingly records this number, which identifies the employee to net pay, in the employee file. (This field is not used by **Umana** net pay.) The field is found in the PRPAR (payroll parameters) file.

Eventually, when **Umana** prepares the file for net pay, it refers to the employee by this number. If this field is blank, **Umana HR** sends an instruction to net pay to create a new file. When the update after payroll is done, this number is recorded in the employee's **Umana** file.

You can view it and even modify it as required. Select **Data | Net pay | Employee info...** from the menu bar or click the 123 button of the **Person** navigation pane to display the payroll information window.

The field is called "*Employee no. for payroll.*"

Person: module

Home > Modules > Person: module

Overview

The ***Person*** module contains all the information identifying a person. All employees are included, whether they are active, inactive, terminated or on contract.

The information contained is personal, and is independent of the person's status in the company, e.g. name, sex, birth date.

Each person is identified with a unique identifier with a maximum number of six digits. This number is used throughout the **Umana HR** system to identify this person.

Data

The data comes from the **PERS** file, which contains **one record per person**.

- There should at all times be only **a single** record per employee in the PERS file. It should therefore be

created before any other information on an employee is entered. Conversely, if you delete the record from the PERS file, the person's entire file and history will be deleted!

- So the right way to **terminate an employee** is not to delete that person's record in the PERS file, but rather to **edit his or her status of employment** in the *Employment history* module, which contains the employee's history.

Operation

Input screen

To access the Person input screen:

Data | Person from the main menu
Person | Person navigation pane

See also
Module overview
Person selection dialog box
Employment module
Person reports available
Configurable *Person* options
Related tables

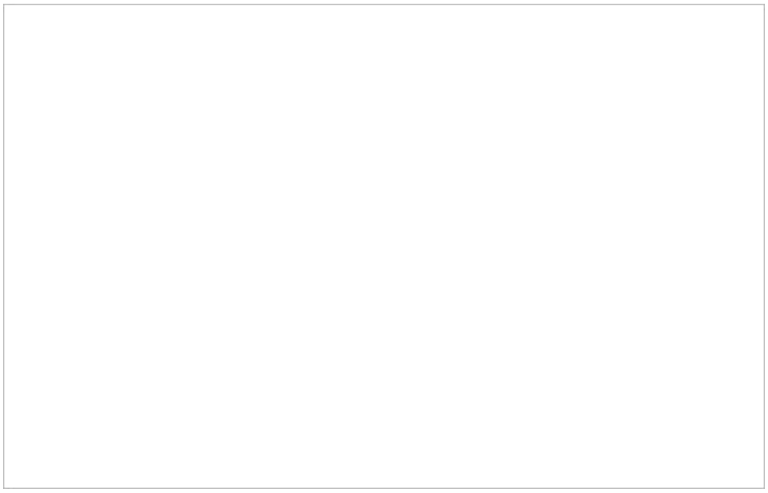
Person selection dialog box

This dialog box allows you to search for a person. It is accessible either automatically, or via the ***Person*, *Employment***, etc. modules.

To display this dialog box

- If a data window for a person has never been opened, the dialog box will automatically be displayed when you access a person's data for the first time.
- If a data window for a person has been opened previously, the last person displayed will be displayed again.
- **In this situation, to select another person**, click the **Search (F4)** button from the input screen toolbar or select **Action | Search** from the main menu.

Name / Number	Org chart	Search	Lists

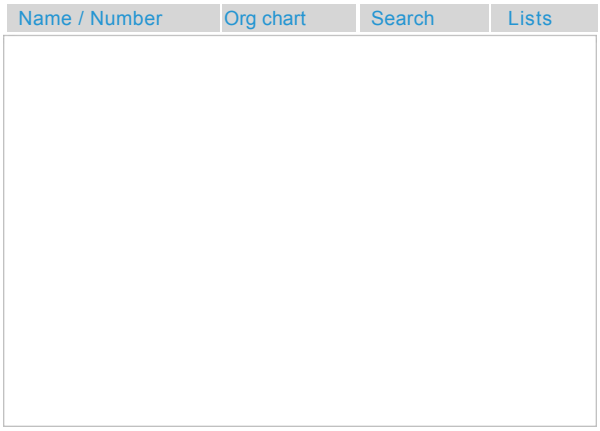


In a new window
Check this box to display the person selected in a different screen from that of the previously selected person.

Selects and displays the selected person.

Creates a new person.

Includes active people.
Includes inactive people.
Includes terminated, retired or deceased people.



Enter part of the name or a number.
Enables searches by name, employee number or SIN (social insurance number). Enter a few letters of the name to display people whose name begins with these letters.

Displays the list of people whose name begins with the letters entered.

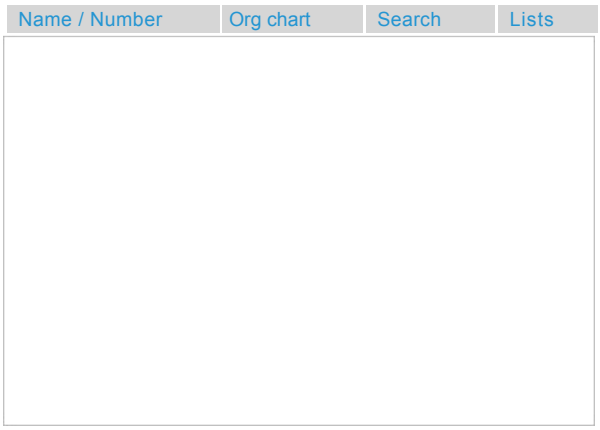
If you enter an employee number or SIN, the name of the person immediately comes up on top of the dialog box.

Search by first name
Allows a search by first name.

Previously viewed
Displays the list of the latest people viewed in this session.

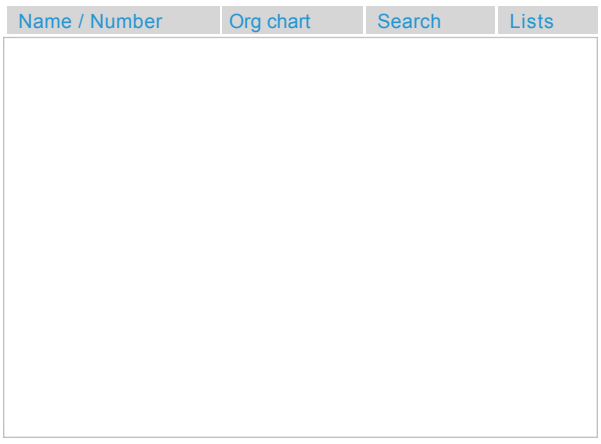
Sort by name
Check this box to sort the list of latest viewed people by name.

Return to *Person selection* dialog box

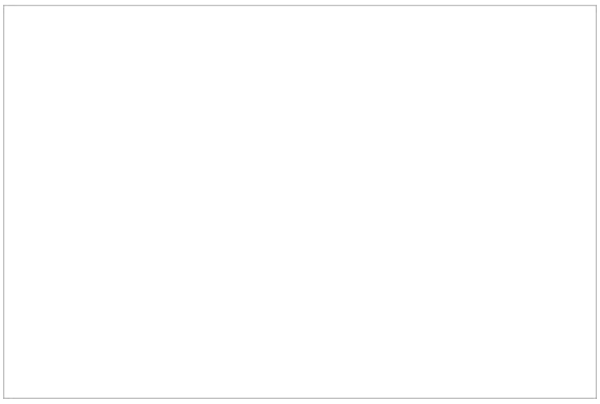


Left-side box
Displays ENTITY1 organizational chart (units, departments, etc.) of the company.

Right-side box
Displays the list of people belonging to ENTITY1 selected in the left-side box.
Return to *Person selection* dialog box

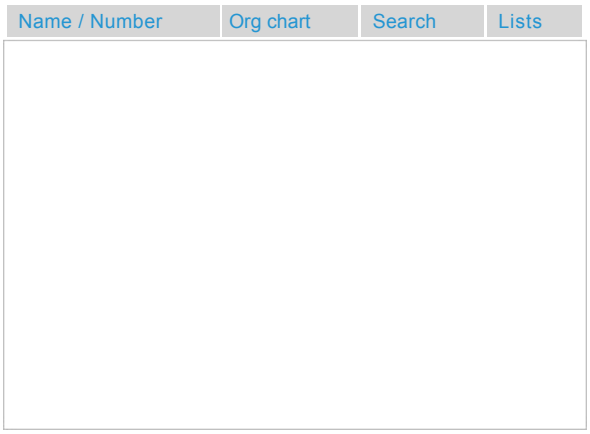


Search criteria
Allows a search based on one or more criteria.
Once you have selected the criteria, click Next > for the list of employees matching these criteria.



You may then choose to open one, several or all of the people selected. There will be as many windows open as names selected.

Return to *Person selection* dialog box



Return to *Person selection* dialog box

See also
Person: module

Person: input screen

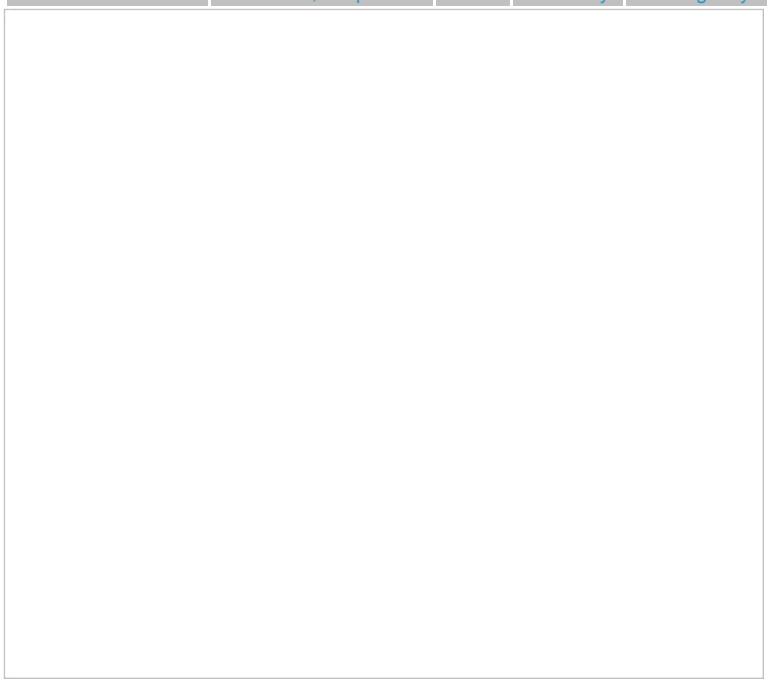
To access the ***Person*** input screen, select:

Data | **Person...** main menu
Person | **Person** navigation pane

- Fields marked with an ✗ are **mandatory**; they must be filled out when creating a new file.

Click Employment to display the *Employment history* window.
Click to display the *Skills* window.
Click to display the *Medical file* window.

Name and status | Address, telephone | Misc. | Seniority | Emergency



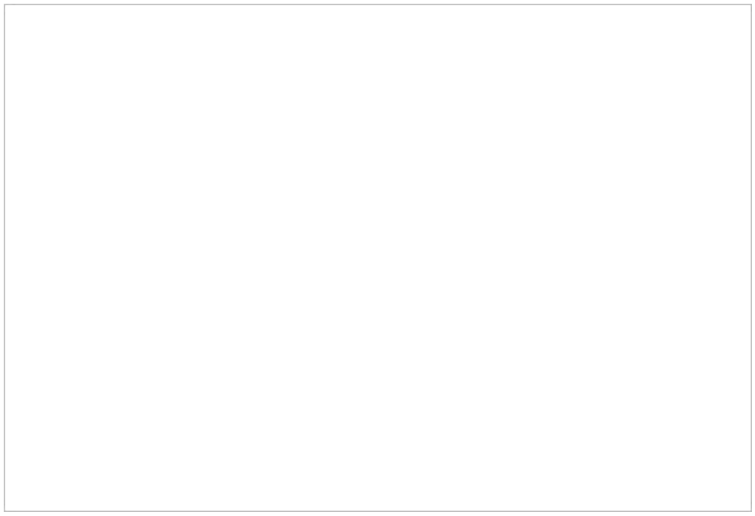
Label	Internal name	Meaning
Number	E_PERSID	Employee ID
First name	E_FNAME	Middle
Middle initial	E_INITIAL	Middle initial
Last name	E_LNAME	Last name
Also known as (AKA)	E_AKA	Other last name
Nickname	E_NICKNAME	Nickname
Sex	E_SEX	Sex

The ***Current status (of last movement)*** comes from the information entered in the *Employment history* module.

You can enter the employee ID yourself or let the system use the next available number.

Go back to *Person* window

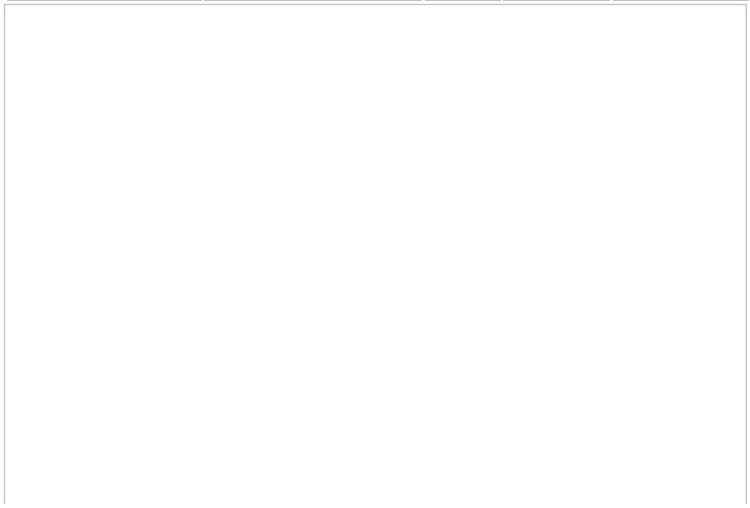
Name and status | **Address, telephone** | Misc. | Seniority | Emergency



Label	Internal name	Meaning
Street	E_ADDR1, E_ADDR2	Address
City	E_CITY	City in the address
Province	E_PROV	Province or state in the address
Country	E_COUNTRY	Country in the address
Postal code	E_POSTCD	Postal code in the address
Office	E_WPHONE	Work phone number
Ext.	E_WEXT	Telephone extension number
Fax	E_FAX	Fax number
Home	E_HPHONE	Home phone number
Mobile	E_CPHONE	Cell phone number
Other phone number	E_OPHONE	Second phone number
User ID	E_USERID	User ID
☐ E-mail address	E_EMAIL	Check this box to enter an e-mail address as free text

Go back to *Person* window

Name and status | Address, telephone | **Misc.** | Seniority | Emergency



Label	Internal name	Meaning
S.I.N.	E_SIN	Canadian social insurance number
Foreign S.I.N.	E_SSN	Non-Canadian social insurance number
Country	E_SSNCNTRY	Country that assigned the foreign social insurance number
Language	E_LANG	Mother tongue or preferred language
Birth date	E_BIRTHDT	Date of birth
Marital status	E_ETATCIV	Marital status
Minorities	E_MINORITY	Visible minority to which the employee belongs
Citizenship	E_CITIZEN	Country of citizenship
Birthplace	E_BIRTHDT	City of birth
Source	E_SOURCE	Recruiting source
☐ Notes...	E_NOTES	Check this box to enter free text
☐ Letters...	E_LETTERS	Check this box to enter free text

Go back to *Person* window

Name and status | Address, telephone | Misc. | **Seniority** | Emergency

Click Skills to display the Skills window.

Label	Internal name	Meaning
Hire date - first	E_ORIGHIRE	Date of original hire
Years ago (original hire)	C_SEN1F	Seniority 1 calculation
Hire date - last	E_LASTHIRE	Date of last hire
Years ago (last hire)	C_SEN2F	Seniority 2 calculation
Seniority date	E_SENIORDT	Seniority date
Adjusted	C_SEN3F	Seniority 3 calculation
Anniv. MM/DD	E_ANNIVMD	Anniversary date of annual evaluation
Probation or contract ends	E_PROBDT	Date probation period ends

The ***Seniority 1*** and ***Seniority 2*** sections are calculated based on the rules set out in the Remuneration plan.

See Seniority concepts.

Go back to *Person* window

Click Medical file to display the **Medical file**.

Label	Internal name	Meaning
Name	E_MNAME	Emergency contact
Relationship	E_MRelatn	Relationship between employee and contact person
Telephone Day	E_MPhone1	Telephone number where the contact person can be reached during the day
Telephone Evening	E_MPhone2	Telephone number where the contact person can be reached during the evening
Address	E_MAddr1	Contact person's address
☐ Notes	E_MNotes	Check this box to enter notes regarding the contact person

Go back to *Person* window

See also
Person: module

Positions: module

Home > Modules > Positions: module

Overview

The ***Positions*** module creates an "ideal" or "theoretical" structure of the company that is independent of the people holding the

positions in question.

The use of this module is optional. You can manage your employees without resorting to their positions. However, using positions is helpful in management and budget planning. See the *Positions* module concepts for more information.

Current terminology in human resources is often ambiguous and the word *position* is often used to refer to what we call a *job*.

The definition and the difference between a **job (job title)** and a **position** is explained in the *Jobs* module concepts.

Data

The data comes from the POS file. It contains **one record per position**.

The JOBHIST file in which employee movements are found serves as a link between the person and the position held.

Operation

Input screen

To access the *Positions* input screen:

- **Data | Positions...** main menu
- **Person** | **Position** navigation pane

See also
- Module overview
- *Select position* dialog box
- *Employment* module
- *Positions* reports
- Configurable options
- Related tables

Positions: concepts

On this page

- What is a position?
- Creating a position
- Numbering positions
- Assigning an employee to a position
- Occupants, incumbents and substitutes
- Reporting relationships and organizational chart
- FTE budgeted and approved

What is a position?

The use of positions is optional. See Configurable options to activate the positions.

A position in an organization includes the following:

- A chair, a spot

- A quantity of work to be done
- For a person
- Held by an employee, or vacant
- A budgeting unit

Usually, there are as many positions as there are employees.

It is important to understand the difference between a job and a position.

The downside of using positions is the additional work required to manage them.

Creating a position

You create positions in the *Positions* input screen. Each position has a unique code, i.e. ID.

The first time you activate the positions, the system will propose creating positions automatically based on one position per active employee. As required, see the Configurable options to configure the positions.

You can also create a new position in the *Employment* input screen when you assign an employee to a new position.

Numbering positions

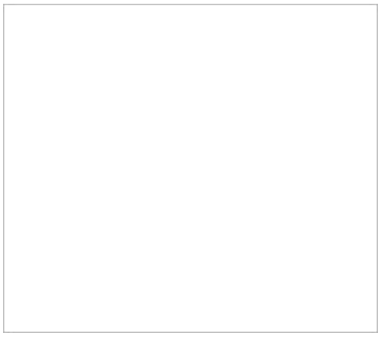
Each position has a unique alphanumeric ID. When you create a new position, you can assign the number manually or let the system attribute it automatically based on position data, when saving.

In the Configurable options, you assign an expression to generate the ID.
Usually, the number is a linking together of items such as the job, department, etc. A sequential number is added to make it unique.

Assigning an employee to a position

The positions to which an employee is assigned are specified in the employee's Employment history record.

The *movement* is the link between the employee and the position he or she holds. The creation of a new *movement*—a change in status—that the employee changes position.



To assign an employee to a position, go to the **Job and position** tab of the *Employment history* window. (Note: The fields available for the positions are only displayed if the positions option is activated; see Configurable options.)

Click to the right of the position number to open the *Select position* dialog box. If the option is activated, you can then create a new position from this dialog box.

The *hours/week* and *%* specify the employee hours or percentage of time assigned to this position.

Divergence between the employee and the position

Can an employee in one department be assigned to a position in another department? The answer to this question, and similar ones, is controlled by the Configurable options. Many possibilities are available.

Occupants, incumbents and substitutes

A person assigned to position (that he or she holds) is an **occupant**. An occupied position is said to be "filled."

You can see the occupants of a position in the *Positions* window and in certain reports.

Four ways of occupying a position

Active	Inactive or assigned elsewhere
1 Active incumbent	2 Inactive incumbent
3 Active substitute	4 Inactive substitute

- The **incumbent** of a position is a permanent employee who is occupying the position permanently.
- A **substitute** is a temporary employee or person who is occupying the position temporarily.

  The incumbent may be away from the position temporarily. For example, he or she may be inactive or assigned elsewhere temporarily. This means he or she can be an incumbent for a position and a substitute for another. Thus, a position can have both an incumbent and a substitute.

  Often the incumbent of a position has certain vested rights in the position, such as the right to return, after a maternity leave, for example.

- **Temporary employee** means that the employee has a temporary personal status (PSTAT = TEMP, or something similar); see the Configurable options for the specific definition.
- **Temporary assignment** means that the ☑ **Temporary assignment** is checked off.

  There are **four ways** of occupying a position. The numbers 1 to 4 below are used in the position reports and match the values in the POCC table.

Reporting relationships and organizational chart

Each position identifies the position that it reports to - the superior's position.

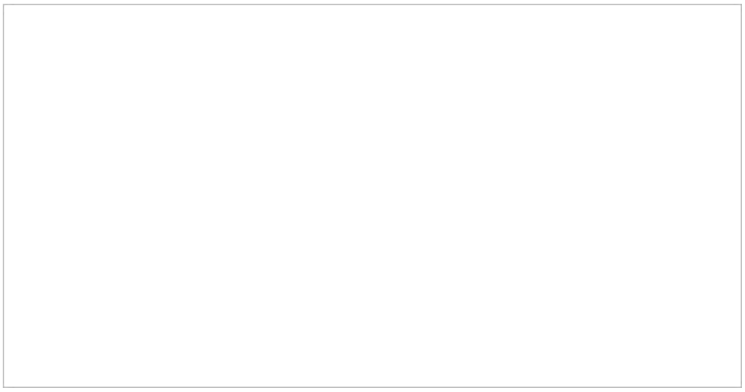
- (We consider **superior** and **supervisor** to be synonymous.)

The **position-supervisor** relationship in the *Positions* module is equivalent to the **employee-superior** relationship in the *Employment* module. By knowing the supervisor of each position, one can create the company's organizational chart.

In the *Employment* module, there is a way to specify that a person supervises all the employees of a given department. There is a similar mechanism in the *Positions* module too. (Click the **Tools** button of the Positions window toolbar.)

When an employee is assigned to a position, the system uses the position to determine the immediate superior. It is therefore impossible to enter the supervisor directly in the *Employment* window.

- **Without positions**—the employee's superior is another employee, as specified in the employment history.
- **With positions**—the superior is the incumbent (or substitute if there is none) of the position hierarchically superior to the position occupied by the employee.



FTE budgeted and approved

FTE = **Full-Time Equivalent** = the number of full-time employees or positions at a given moment. Full-time position = **1 FTE**. Part-time position = **0.5 FTE**.

At any time, a position may be **budgeted**, **approved**, and/or **occupied** (filled). For example, a position may be budgeted for but not yet filled, or it may be doubly filled (two people occupy the position) or filled on part-time basis.

For each position, you may enter the number of FTEs budgeted and the period (start and end dates). If you do not specify an end date, the position is processed without it; this usually applies to a permanent position. You can also specify the number of FTEs approved and the period.

What may be helpful is to see the total FTEs for a department and developments over the year. The **Positions: FTE per month** report displays monthly FTEs per department for a year.

Start and end dates

A budget start date may be specified for a position—date on which the position starts to be budgeted. If you do not enter a start date, the system will assume that the position has always existed in the budget (or at least since before the period of interest).

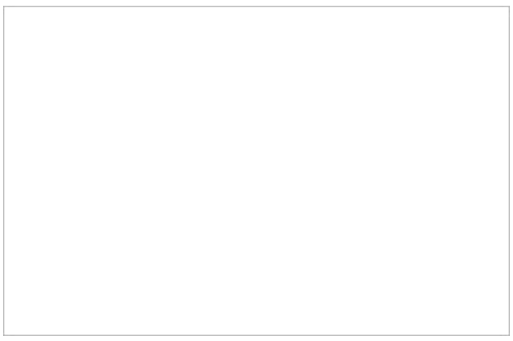
Similarly, one can indicate the budget end date—date on which the position is abolished (as concerns the budget). You can also enter an FTE number for a series of dates in particular.

The dates do not have to be part of the current budget year, but must reflect the reality of the position. To calculate "FTE-year," only the current year is used. You can specify the value in the"FTE-adjusted year" field.

FTE-year

For budgets, the number of annual FTEs is used. "**FTE-year**" corresponds to one FTE over a year,

- Like a **kilowatt-hour** or **person-day**. It is the product of **instant-FTEs** X **duration**. It's similar to a quantity of work mathematically represented as the area under a curve.



For each position, enter the period (start and end dates) the position is budgeted for, and the number of FTEs.

- For example, if the position is to be filled full time for six months, enter **FTE=1** and specify the start and end

dates. The system will display **0.5 FTE-years** = 1 FTE X 0.5 years.
- If the position is budgeted for the entire year, leave the dates blank.

The budget years are defined in the BUDGET table. See the Configurable options to specify the current year, which will be displayed in the *Positions* input screen.

See also
Positions: module

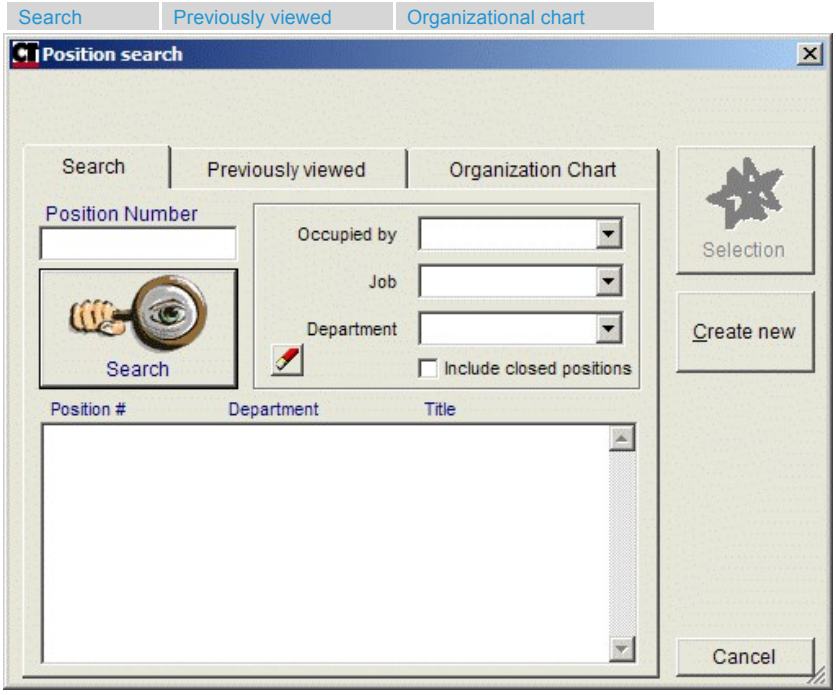
Position search dialog box

To display this dialog box

- If the *Positions* input screen has not yet been opened, the dialog box will automatically be displayed.
- If the *Positions* input screen has been opened before, the last position displayed will come up again.
- **To select another position**, click the **Search (F4)** button from the input screen toolbar or select **Action | Search** from the main menu.

Selecting a position

1. Enter the position number or criteria such as the occupant, job and/or department of the position. Check the ☐ **Include closed positions** box, if desired.
2. Click **Search** to display the positions that meet these criteria.
3. Select a position from the list. The name and occupant of the position are displayed above the dialog box.
4. Click **Select** to select the position displayed above.

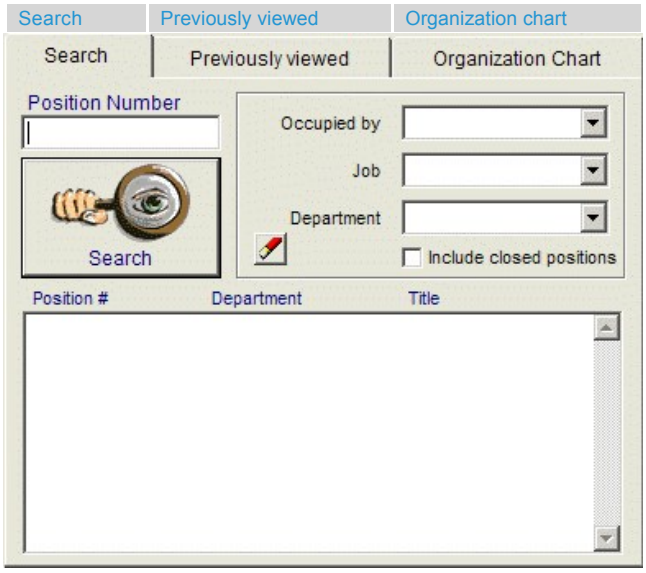


Selects and displays the selected position.

Creates a new position.

Clears the field and closes the dialog box.

Resets the field to its initial value and closes the dialog box.



Position number
Allows a search by position number. Enter a few characters of the position to display positions beginning with these characters.

Occupied by
Search filter on the positions occupied by the person entered here.

Job
Search filter on the positions held by the job entered here.

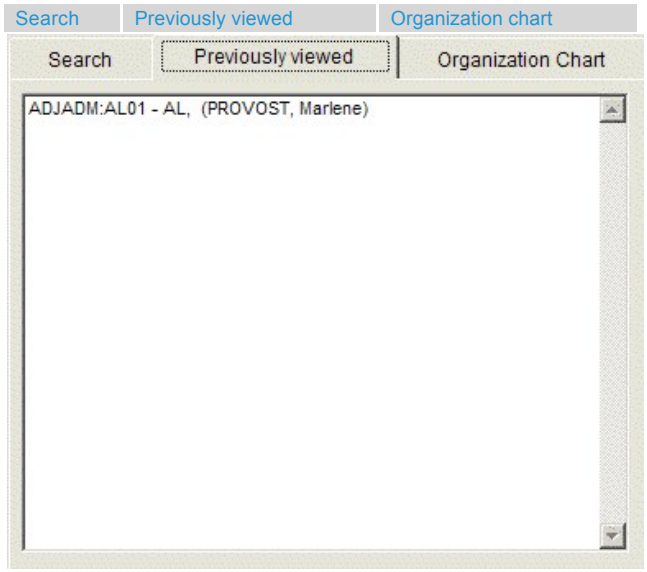
Department (Entity1)
Search filter on the positions linked to the entity entered here.

Erases the contents of the **Search** tab.

Include closed positions
Check this box to include positions that were closed prior to the start of the current budget year. (A position is closed if the budget year end date is exceeded.)

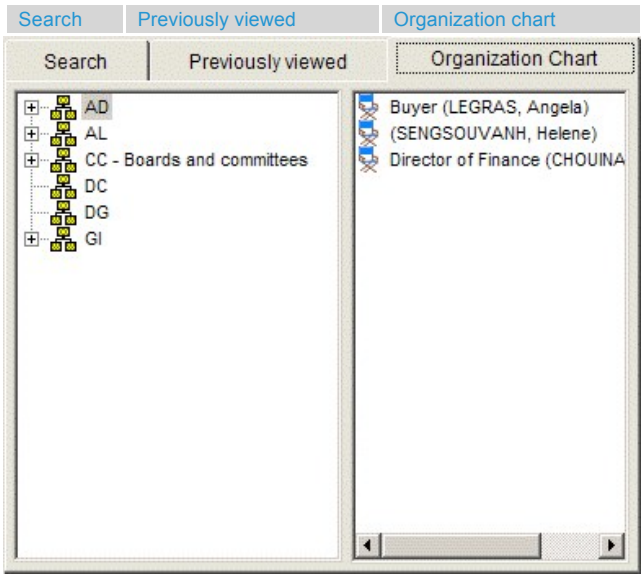
Displays the list of positions whose number begins with the number entered or that match the criteria entered.

Go back to *Position search* dialog box



Displays the list of the latest positions viewed in this session.

Go back to *Position search* dialog box



Left-side box
Displays ENTITY1 organization chart (units, departments, etc.) of the company.

Right-side box
Displays the list of positions belonging to ENTITY1 that was previously selected.

Go back to *Position search* dialog box

See also
Positions: module
Positions: Concepts

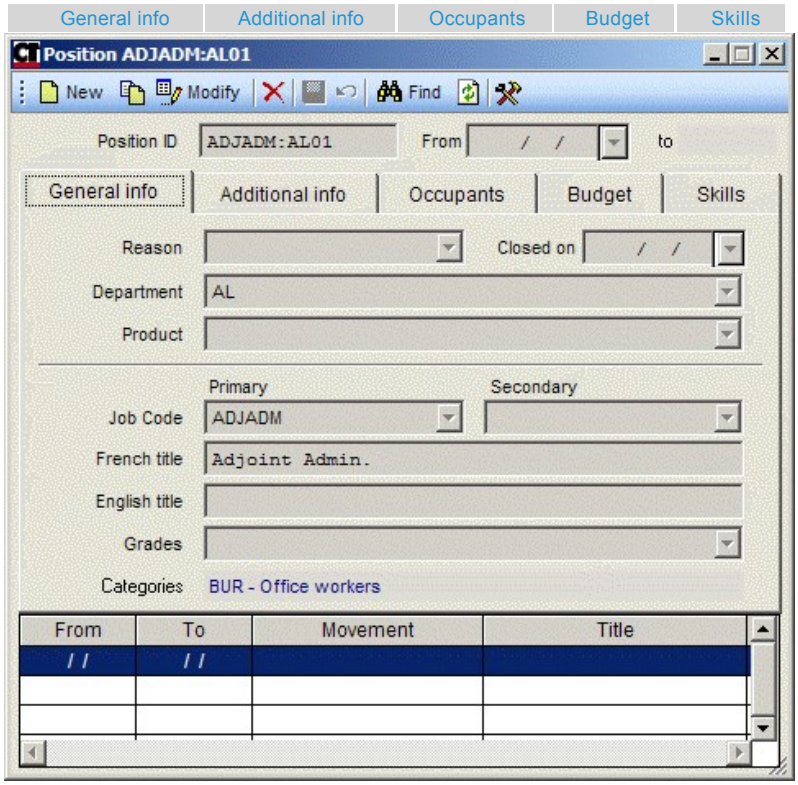
Positions: input screen

To access the ***Positions*** window, select:

Data | Positions from the menu bar

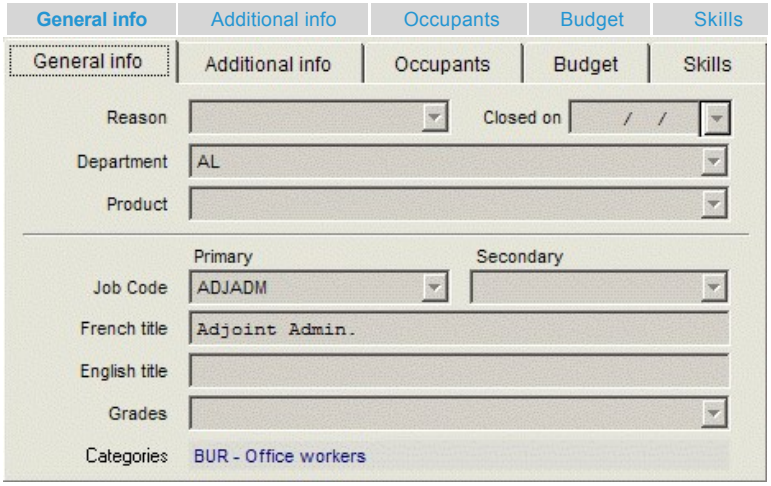
Click the button on the **Person** navigation pane.

Fields marked with an are **mandatory**; they must be filled out.



Label	Internal name	Notes
Position ID	P_POSID	The position ID will be automatically attributed if you leave it blank when you save.
From	_____	Date position created.
To	_____	Date position abolished.

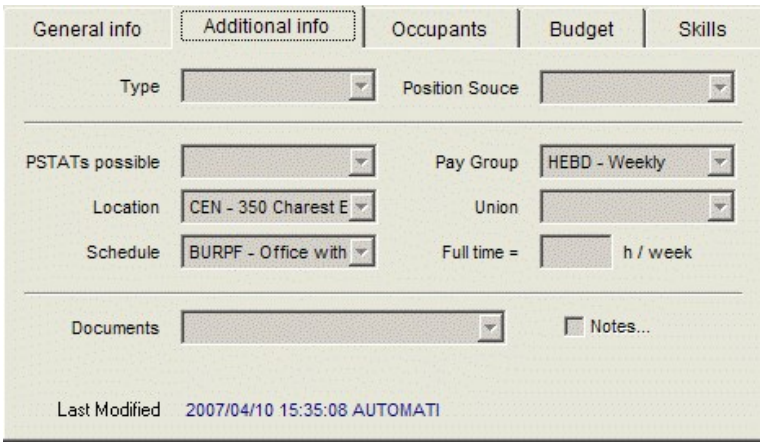
The bottom box contains the position's movement history. It is only displayed if you have selected this configurable option.



Label	Internal name	Notes
Reason	P_PACTION	New position or change in status.
Closed on	P_CLOSEDT	Date position abolished.
Department (Entity 1)	P_ENTITY1	Validation table: ENTITY1.
Product (Entity 2)	P_C	Validation table: ENTITY2.
Job code: Primary	P_JOBID	Validation table: JOB (Jobs).
Job code: Secondary	P_JOBIDS	Validation table: JOB (Jobs). This fields allows multiple selections. If the position is not reserved for a single job, you can enter other possible jobs here.
French title	P_TITLF	Position title in French. By default, this is the name of the job, but you can change it if you want.
English title	P_TITLE	Position title in English. By default, this is the name of the job, but you can change it if you want.
Grade	P_GRADE	Multiple selection. Validation table: GRADE

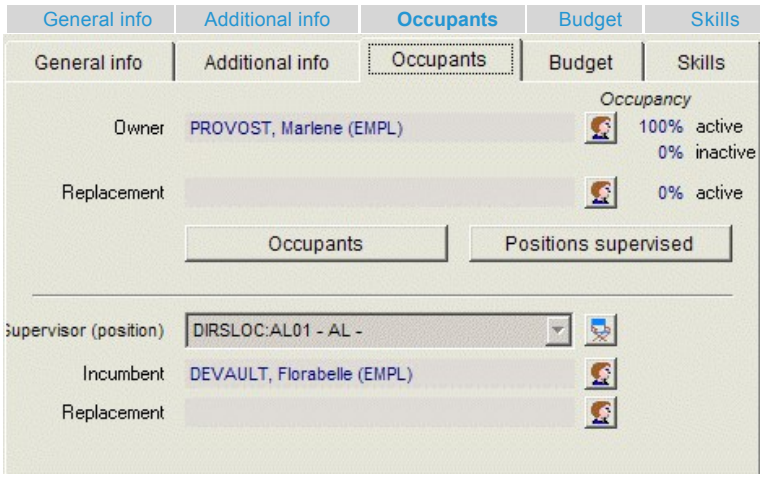
Go back to *Positions* window.

General info | **Additional info** | Occupants | Budget | Skills



Label	Name Internal	Notes
Type	P_POTYPE	A way of classifying your positions, with no implications for Umana. Validation table: POTYPE.
Position source	P_POSRC	Origin of position (new or transfer). Reference table: POSRC.
PSTATs allowed	P_PSTAT	Allowed statuses for the position. Validation table: PSTAT.
Pay group	P_PAYGRP	Pay group to which the position belongs. Validation table: PAYGRP.
Location	P_LOCN	Location of work, defined in LOCN reference table.
Union	P_UNION	Union, defined in UNION reference table.
Schedule	P_SCHEDID	Typical schedule for the position.
Full time	P_HRSPER	Average number of hours worked for the position.
Documents	_____	Documents for this position that you would like to keep.
Notes	P_NOTES	Free text field in which to add additional information on the position.

Go back to *Positions* window.



Occupants

- Click the button beside a name to open a Person window.
- The incumbents and replacements displayed are as of today's date. **Note**:The position may have more than one incumbent, but only one is displayed. To display all the people who have occupied this position since a given date, click

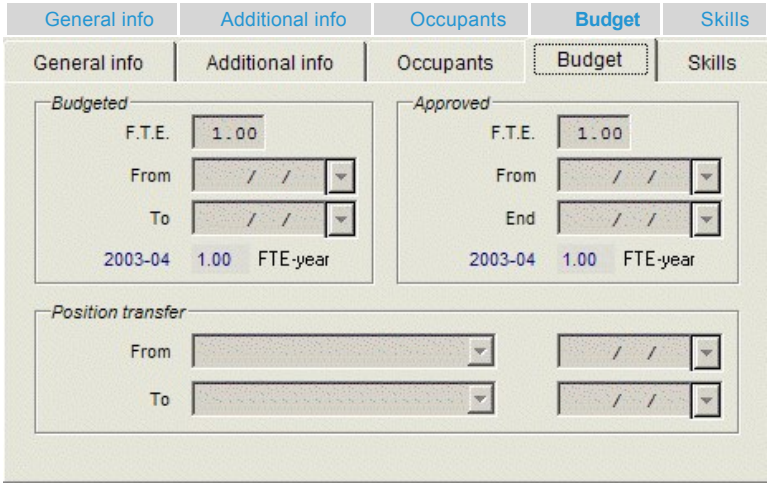
the **Occupants** button.

Supervisor position

- The position supervisor is another position. Click to select the supervisor level—the person who supervises the position displayed.
- Once the supervisor position is specified, its incumbent is displayed.
- If the position displayed supervises other positions, you will see the list of other positions supervised.
- If you would like to assign the position displayed as supervising another position, first go to the lower-ranking position and specify that position's supervising position.

  There is a shortcut; if this position supervises all the positions in its structure (Entity1), you can specify this using the **Tools** button.

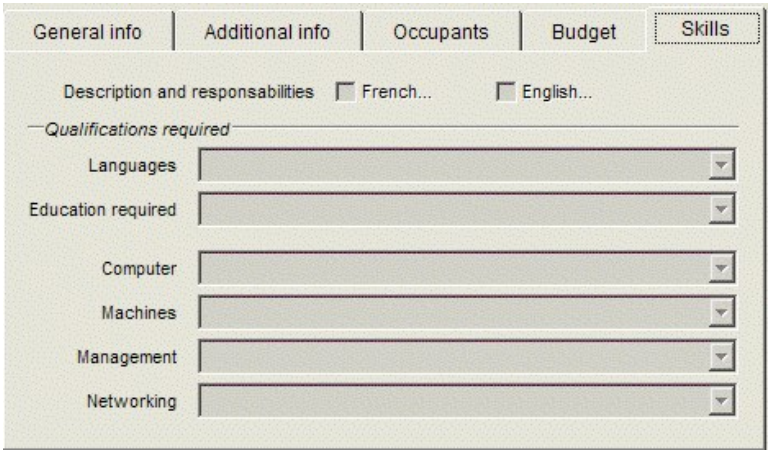
Go back to *Positions* window.



Key points

- See Positions: concepts for an explanation of FTEs.
- When a position or its budget is transferred, to another structure, for example, you have to create a new position. The fields under the "Position transfer" header are used to track position transfers. Use the **Tools** button on the toolbar to execute the transfer, once the new position has been created.

Go back to *Positions* window.



- Specify whether the position requires particular skills.

Go back to *Positions* window.

See also
Positions: module
Positions: Concepts
Positions: Options

General Ledger Distribution: Concepts

Overview

The **General Ledger Distribution** allows the specific management of payroll-related costs. The system administrator can define a series of "distributions/activities," which will enable the exporting of accounting items to an external general ledger system via an interface file.

Totals are calculated based on net pay, according to the distribution entered, in order of priority, in: employment history (movements) of the employee, job code/titles or the organizational structure of the company.

The calculation takes into account the change in responsibility centre of the employees based on the transaction dates and movement dates.

"Umana G/L - Summary Format" data export is used to calculate, print and create the file containing accounting items.

Data

The **definition of groups in the general ledger** is entered in the "GLGRP" reference table.

Distributions/Activities are kept in:

- the "Jobhist" file if they are related to the employee's employment history.
- the "Entity" file if they are related to the organizational structure.
- the "Job" file if they are related to the employment codes and titles.

The ***accounts payable*** are kept in:

- the "DEDSTAT" statutory deduction table
- benefit plans

Operation

Open the General Ledger Distribution input window via:

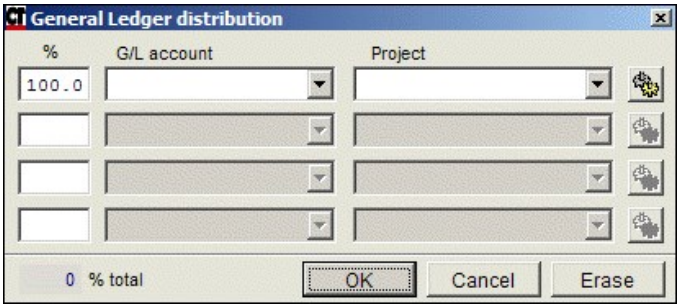
- Employment history window
- the ENTITY1 and ENTITY2 Structures windows
- the Job Code or Title window

See also

- Module overview
- *Employment History:* module
- *Structure:* module
- *Job (job type or title):* module
- Exporting to the General Ledger
- the GL1 and GL2 counters

General Ledger Distribution: input screen

Input screen: General Ledger distribution



This window is used to enter the general ledger distribution of employees based on their employment history, their job code or the organizational structure of the company. You can enter a percentage or an expression.

Accounting items are defined in the GLGRP - GL Group table, and non-accounting items are defined in the PROJECT - Building (non-accounting) table.

Remuneration: module

Overview

The ***Remuneration*** module provides hourly rates and salary levels to the *Employment* module and the *Gross pay* module in accordance with company rules and scales.

- For human resources, "*remuneration*" usually has a broader meaning than only salaries. It also includes *benefits* and *time banks* .

Refer to the *Remuneration module concepts* for the application of rules by **Umana** and the origin of rates.

See also remuneration in the concepts and processes section.

Data

Remuneration and rate management involves three files:

- RPLAN, which contains the **remuneration rules**
- RATE, which contains the **rates table**
- JOB, which contains the **jobs**

Operation

Input screens

To access the *Remuneration plans* input screen:

Data | Benefits | Plans... main menu
Administration | **Remuneration** navigation pane

To access the *rates table* input screen:

Data | Remuneration | Rates... main menu
Administration | **Rates** navigation pane

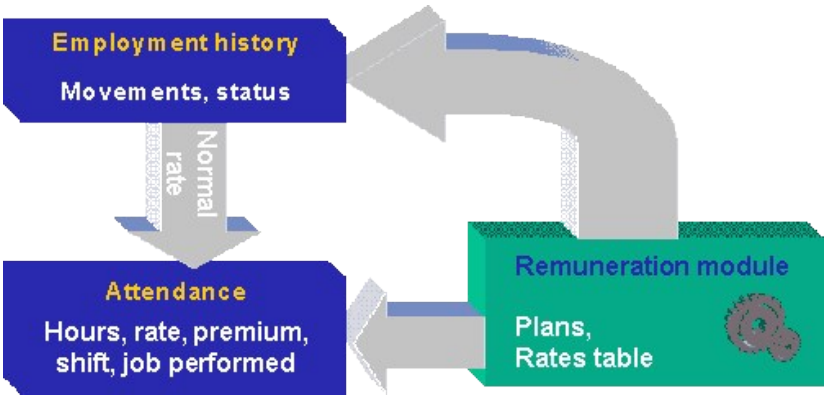
To access the *Employment* input screen:

Data | Remuneration | Employment... main menu
Administration | **Employment** navigation pane

See also
Module overview
Organization reports available
Configurable options
Related tables

Remuneration: concepts of rules and rates

The ***Remuneration*** module serves the *Employment* and *Gross pay* modules.



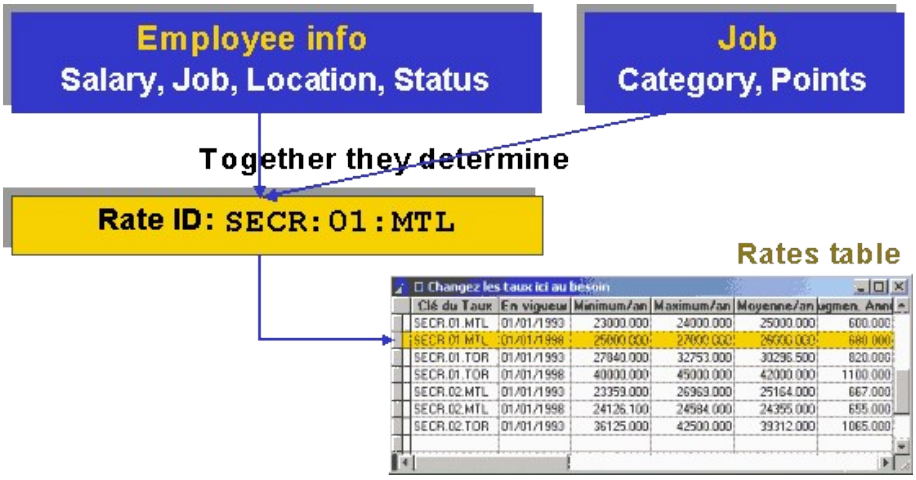
Rates table

The rates are saved in a table of rates by date. Each record contains a series of rates (e.g. maximum, minimum, fixed) and is identified with a single "key" (Rate ID) and applies to a group of employees.

It is up to the company to decide on how to group rates and determine which employees each series of rates applies to.

> For example, a particular series of rates could apply to all employees who hold a certain position, or it could apply to a combination of position and grade level.

In order for **Umana** to know which rates to apply, you must specify the calculation rules for the key (Rate ID) for each employee. This definition will be based on information regarding the employee and his/her position.



To create and update your rates, go to the *rates table* window:

- **Data | Remuneration | Rates...** menu bar
- **Administration** | **Rates** navigation pane

The rates are saved in the rates table of the database.

Composition of the key (Rate ID)

Before entering the rates, you have to define the composition of the key of this table.

The key comprises several "segments" separated by a colon (:). You can specify up to four segments, for a maximum length of 20 characters.

For example, in the table below the **SECR:01:MTL** key is composed of three segments:

- The first segment is the job ID.
- The second segment is the grade.
- The third segment is the work location. (The table could be structured so as to have different rates for different regions.)

For each segment of the key, you provide a length, title and especially an expression that returns the chain of characters to be used. This expression will be based on the information from the employee PERS file, the JOBHIST movement and the JOB held.

- If possible, the first segment should be based exclusively on job information (JOB file). This will allow the system to make a list of the rates used by job, independent of the employee.

To specify the composition of the key, access the *Options: Application* window:

Tools | Options menu bar
Administration | **Options** navigation pane

Remuneration plan

You can also specify the calculations that apply to the rates in the table. For example, you can enter the midpoint rate, and multiply by 80% to calculate the minimum.

To specify these calculations, access the *Remuneration plan* window:

Data | Remuneration | Plans menu bar

Administration | **Remuneration** navigation pane

Since many plans can be created, the conditions of application for each plan must be specified, by checking the plan's **Use when** option. You would usually have a different plan for unionized employees and for management.

See also
Remuneration: module

Remuneration plans: input screen

To access the ***Remuneration plans*** input screen:

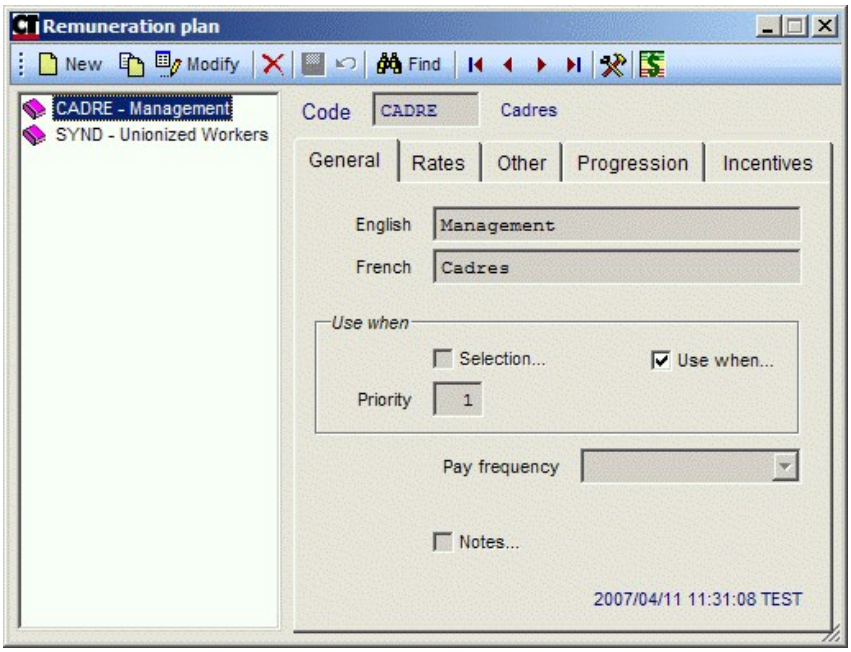
Data | Benefits | Plans... main menu
Administration | **Remuneration** navigation pane

For new plan enrollments, fields marked with an X are **mandatory**; they must be filled out.

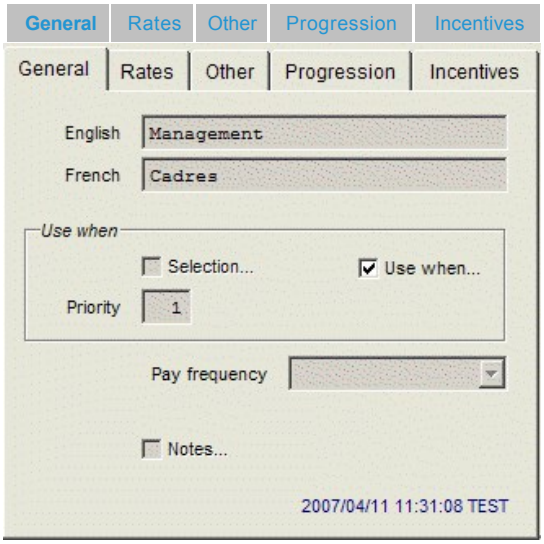
Click to access the Apply new rates to employees assistant.

Click to access the rates table.

General | Rates | Other | Progression | Incentives



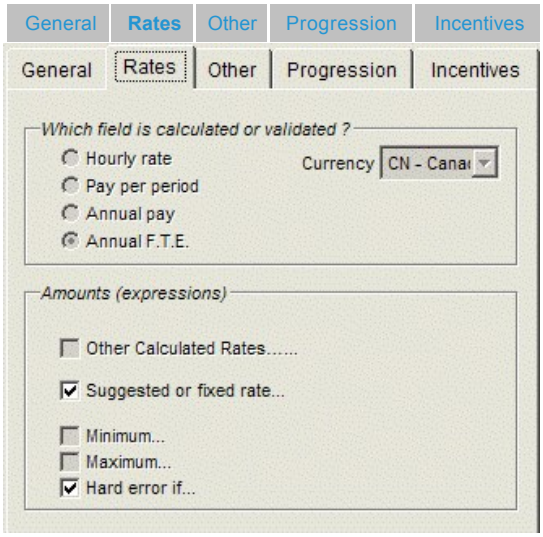
Label	Internal name	Meaning
Code	RE_PLANID	Plan ID



Label	Internal name	Meaning
French	RE_NAMF	French name of plan
English	RE_NAME	English name of plan
Use when...	RE_USEWHEN	Conditions of application
☐ Selection...	RE_SELECT	Specific selection to use this plan
☐ Criteria...	RE_USEWHEN	Employee eligibility criteria for remuneration plan
Priority	RE_PRI	Sort order
Pay frequency	RE_PAYFREQ	Pay frequency period

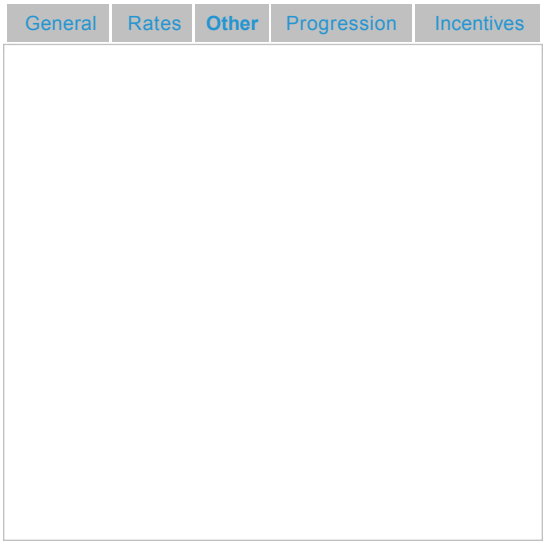
Notes...	RE_NOTES	Check this box to enter free text

Go back to *Remuneration plan* window



Label	Internal name	Meaning
Which field is calculated or validated?	RE_CALCFLD	Field used for the calculation
Currency	RE_CURR	Currency used for rates
Amounts (expressions)	RE_CALCVAL	Amounts used for the calculation

Go back to *Remuneration plan* window

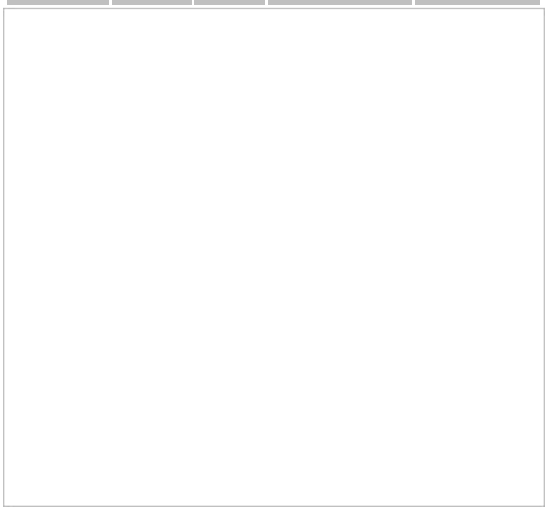


Label	Internal name	Meaning

CompaRatio based on (Field)	RE_MIDFLD	Field used for comparison calculations
CompaRatio based on (Amount)	RE_MIDFLD	Expression used for comparison calculations
Time sheets (Hourly rate)	RE_BASERAT	Expression used to calculate hourly rate
Time sheets (Never less than employee's normal rate)	RE_NOTLESS	Check this box to prevent an hourly rate lower than regular hourly rate
Bonuses and other formulae	RE_BON1VAL - RE_BON6VAL	Check one of these boxes to enter the incentive formulas

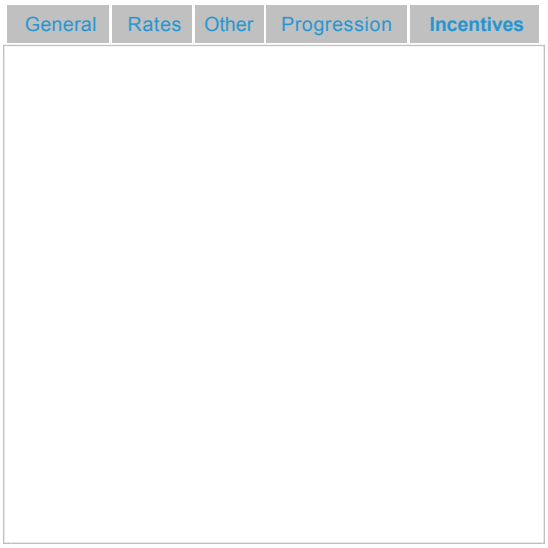
Go back to *Remuneration plan* window

General | Rates | Other | **Progression** | Incentives



Label	Internal name	Meaning
Grade progression (Next scale)	LkAdvGrad	Next scale
Grade progression (Rules:Date...)	LkAdvDat	Date that triggers the progression
Grade progression (Rules:Criteria...)	LkAdvCond	Expression that triggers the progression
Grade progression (Rules:Confirm)	RE_ADVCONF	Check this box to force a confirmation for the progression
Annual increase (Amount)	LkAugVal	Expression used for the annual increase
Annual increase (Field)	LkAugFld	Field used for the annual increase
Annual increase (Date)	LkAugDat	Date that triggers the increase
Annual increase (Automatic)	lkAugAlrm	Check this box to allow an automatic increase
Annual increase (Confirm)	RE_AUGCONF	Check this box to force a confirmation for the increase

Go back to *Remuneration plan window*



Label	Internal name	Meaning
Seniority 1 and 2	_____	Formula used for the calculation of seniority

Go back to *Remuneration plan* window

See also
Remuneration: module
Remuneration: concepts of rules and rates

Rates table: input screen

Home > Modules > Remuneration: module > Rates table: input screen

The Rates window allows you to enter and update your rates table. Often the rates are defined by the government or a collective bargaining agreement.

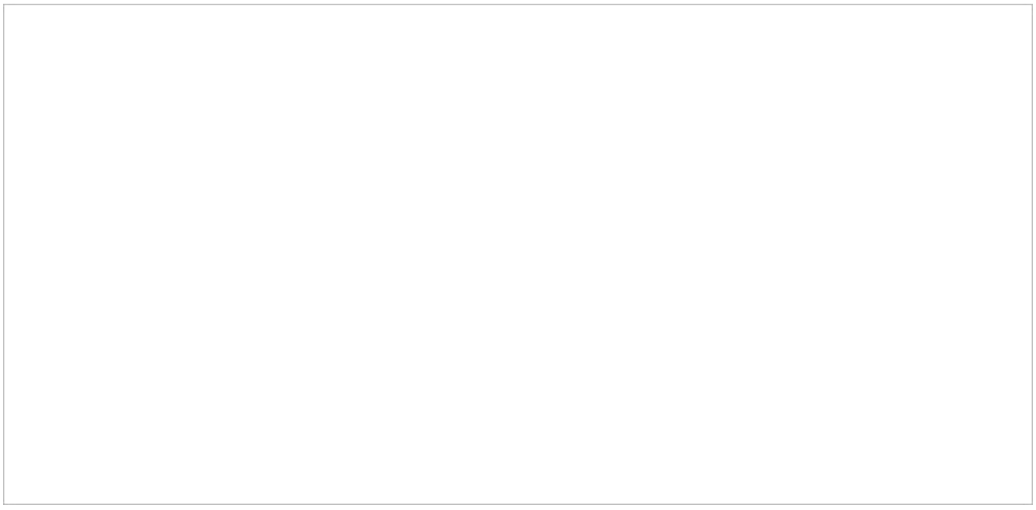
- For the composition of the key and column headers,-see the configuration options.
- Rates table entries are dated. This allows you to keep past, current and future rates.
- The values entered in the rates table are interpreted in accordance with the rules in the applicable Remuneration plan.

Click to access the various tools of the rates table, i.e. Export rate to Excel, Import new rates from Excel and Apply new rates to employees.

Click to access the Job input screen.

Click to access the Remuneration plans input screen.

Rates window



- The left-hand section displays the rates table and allows the selection of a key.
- The bottom section displays the history of the key selected.
- The New date button inserts a new record for the selected key.
- The New key button inserts a new key in accordance with the latest date selected.
- The New date and key button inserts a new key.

See also
Remuneration: module
Remuneration: concepts of rules and rates
Options: Remuneration

Premiums

Home > Modules > Remuneration: module > Premiums

There are many different ways of paying out premiums and defining who is eligible for which premiums and at which rates.

For now, **Umana** provides tools, but not a complete solution.

1. When do we pay premiums?

Here are a few options:

- a. Premiums are manually entered in the time sheet. This may be important if the premiums represent overtime or something else that the system cannot determine automatically.
- b. Premiums are added by the time sheet based on rules. This is also a common situation. One of our customers has an employee who, when she fills in for her supervisor, is paid a premium of 50% of the difference between her normal rate and her supervisor's rate for the number of hours that were worked.
- c. Premiums are based on the person's status (grade, experience, etc.), and are paid once a week, month or other period.

Often a customer will have a combination of the three options.

In cases a. and b., the premiums should be created by the time sheet program.

In case c., the premiums could be paid when the salaries are generated. This involves programming the ZSALAR module.

2. How do we decide who is entitled to which premiums?
The program that pays the premiums needs to determine which premiums apply.

Usually the premiums are associated with the person, job, schedule, etc. These are standard places where premiums are often found. There are therefore fields for premiums in the following:

- SCHED — schedules
- DAYTYPE — shifts
- JOB — list of defined jobs
- JOBHIST — employee status

The premium table is called TBL: PRIME.

3. What is the amount of the premium?
Usually the premium amount is calculated by a formula. It could be a fixed amount or an amount calculated on an hourly basis.

If it is an hourly amount. . .

- It could be a percentage of the basic hourly rate (e.g. the premium is 20% of the hourly rate).
- It could be a flat rate - the premium for a Saturday could be $0.40/hour. If it's a fixed amount, regardless of the number of hours worked, just put hours = 1.
- A meal or other lump sum could be treated as a premium. For example, if the number of hours worked exceeds 10, the employee is entitled to a meal paid for by the company. The quantity (number of hours) equals 1 and the rate is the amount allocated for 1 meal.

In the premium table, the TBLC2 column contains a kind of formula. See the ADJAMT.PRG program, which accepts a basic amount and the formula, and calculates an amount for the premium.

ADJAMT accepts formulas such as the following:

- `40.00` — A fixed amount
- `20%` — A percentage
- `+.02` — Basic amount *plus* $0.02
- `-1.5` — Basic amount *minus* 1.50%
- `~MaFonction()` — The tilde indicates that what follows is an expression to be evaluated
- `>PREMIUM:X` — A reference to the dated expression PREMIUM:X

Health and safety: module

Home > Modules > Health and safety: module

Overview

The ***Health and safety*** module manages aspects that directly or indirectly involve the health and safety of company employees.

This management occurs at several levels and includes the following aspects:

- Employee's health and safety file
- Accident prevention
- Accident management
- WCB financial file management

Data

Health management involves two submodules:

- *Medical file* submodule, to enter employees' **medical information**.
- *Accidents* submodule, which manages **accident data**.

Operation

Input screen

To access the *Medical file* input screen:

- Menu bar: **Data | Health and safety | Medical file...**
- Person input screen | **Emergency | Medical file**
- Accidents input screen shortcut bar

To access the *Accidents* input screen:

- Menu bar: **Data | Health and safety | Accidents...**
- Navigation pane : **Events | Accidents**
- Medical file input screen shortcut bar

See also
Module overview
Health and safety reports available
Configurable options
Related tables

Medical file: submodule

Overview

The ***Medical file*** contains information on height, weight, blood type, smoker or non-smoker, health conditions, allergies and disabilities, as well as health insurance information.

Data

The information in the medical file comes from the PERS file.

Operation

To access the *Medical file* input screen:

- **Data | Health and safety | Medical file...** menu bar
- Person | **Emergency | Medical file** input screen
- Accidents input screen shortcut bar

See also

Module overview

Medical file: input screen

Home > Modules > Health and safety: module > Medical file: submodule > Medical file: input screen

To access the ***Medical file*** input screen:

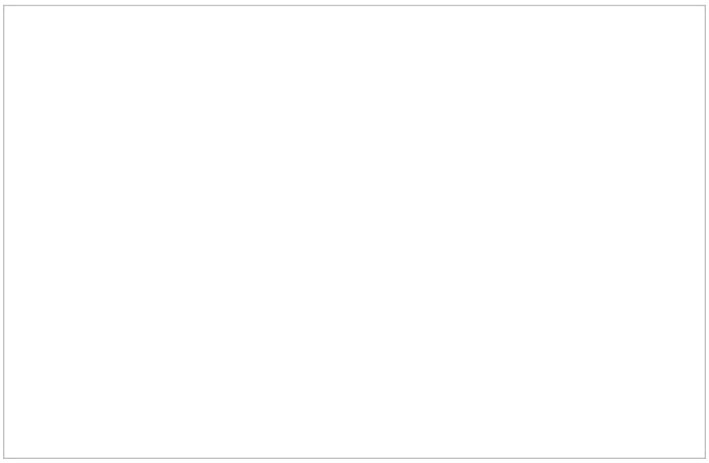
- Menu bar: **Data | Health and safety | Medical file...**
- *Person* input screen | **Emergency | Medical file**
- *Accidents* input screen shortcut bar

  - The Person selection window may appear if no other data window has been opened for a person.

Click to access the *Accidents* input screen.

Identification of person

The last name and first name of the person appear in the header;-this identification is repeated, after the employee ID, under the file's toolbar.



Label	Internal name	Meaning
Height	E_HEIGHT	In this field, the user enters the person's height, as per the system used in the company (metric or other).
Weight	E_WEIGHT	In this field, the user enters the person's weight, as per the system used in the company (metric or other).
Blood type	E_BLOOD	The user enters the person's blood type in this field.
Handicap	E_HANDICAP	Using the pull-down menu of the "Select one or more" type, the user enters the person's handicaps.
Birth date	E_BIRTHDT	The user enters the person's birth date in this field (pull-down menu). As soon as the birth date is entered, the person's age appears in the adjacent field. *This field can also be filled out under the **Miscellaneous** tab of the Person input screen.*
Age	E_AGE	The person's age automatically displays once the birth date is entered.
Smoker	E_SMOKER	By checking this box, the user indicates that the person is a smoker.

Allergies, conditions, notes	E_MEDNOTES	By checking this box, the user accesses a window where the person's medical notes can be entered.
Province	E_PROV	Using the pull-down menu, the user enters the person's province of residence.
Expires	E_MEDIEXP	The user enters the expiration date of the person's Medicare card (pull-down menu).
Medicare No.	E_MEDICARE	The user enters the person's Medicare card number.

See also
Module overview
Health and safety: module
Medical file: submodule

Accidents: submodule

Overview

The ***Accidents*** module manages the information pertaining to all work reports of occupational accidents, incidents, or diseases.

A report is linked to an event when it refers to an accident or incident, but not to a disease.

Data

The information in the reports comes from the ACCID file.

Operation

To access the *Accidents* input screen:

- Menu bar: **Data | Health and safety | Accidents...**
- Navigation pane: **Events | Accidents**
- *Medical file* input screen shortcut bar

See also
Module overview
Health and safety: module
Configurable options
Health and safety reports available

Accidents: input screen

To access the ***Accidents*** input screen:

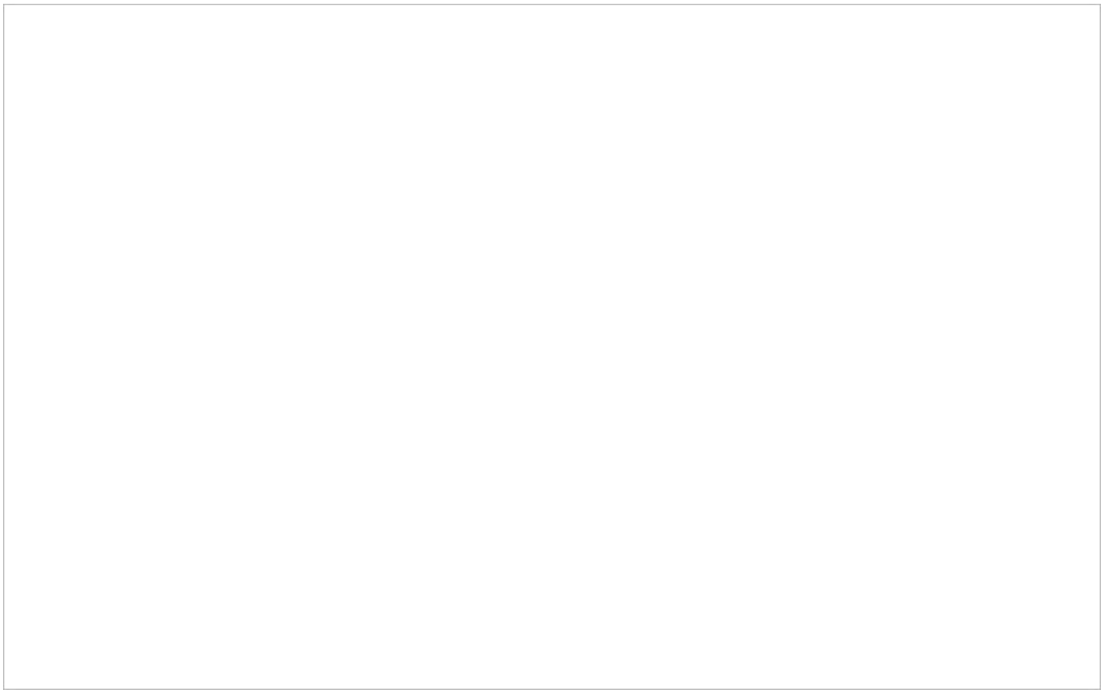
- Menu bar: **Data | Health | Accidents...**
- Shortcut bar: **Events | Accidents**

Shortcut bar: **Person | Emergency | Medical file | Accidents**

- The Person selection window may appear if no other data window has been opened for a person.

Click to access the Events input screen.

Click to access the selected employee's Medical file input screen.



On this page

- Window listing the accidents/incidents/diseases
- Report of accidents/incidents/diseases

Window listing the accidents/incidents/diseases

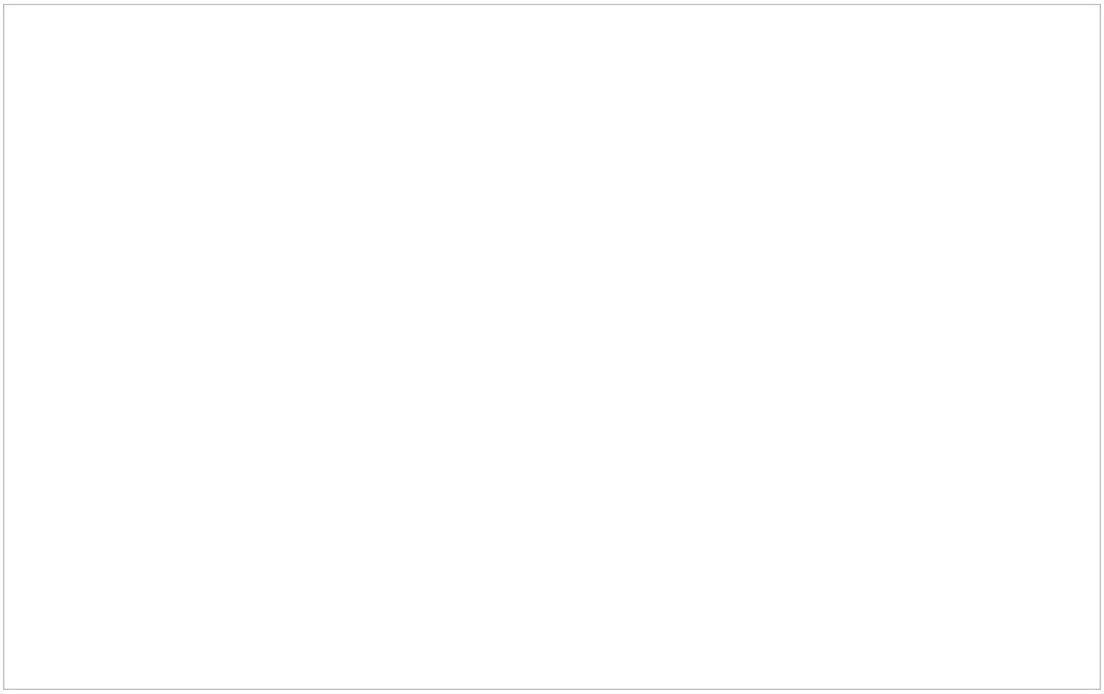
The listing window displayed under the employee's name lists the reports by type, i.e.

- **Accidents**, preceded by the icon
- **Incidents**, preceded by the icon
- **Diseases**, preceded by the icon
- Reports arising from a main report, preceded by a bullet, filed under the report they refer to

The listing window changes, depending on whether the **Employee only** or the **All accidents** tab is selected.

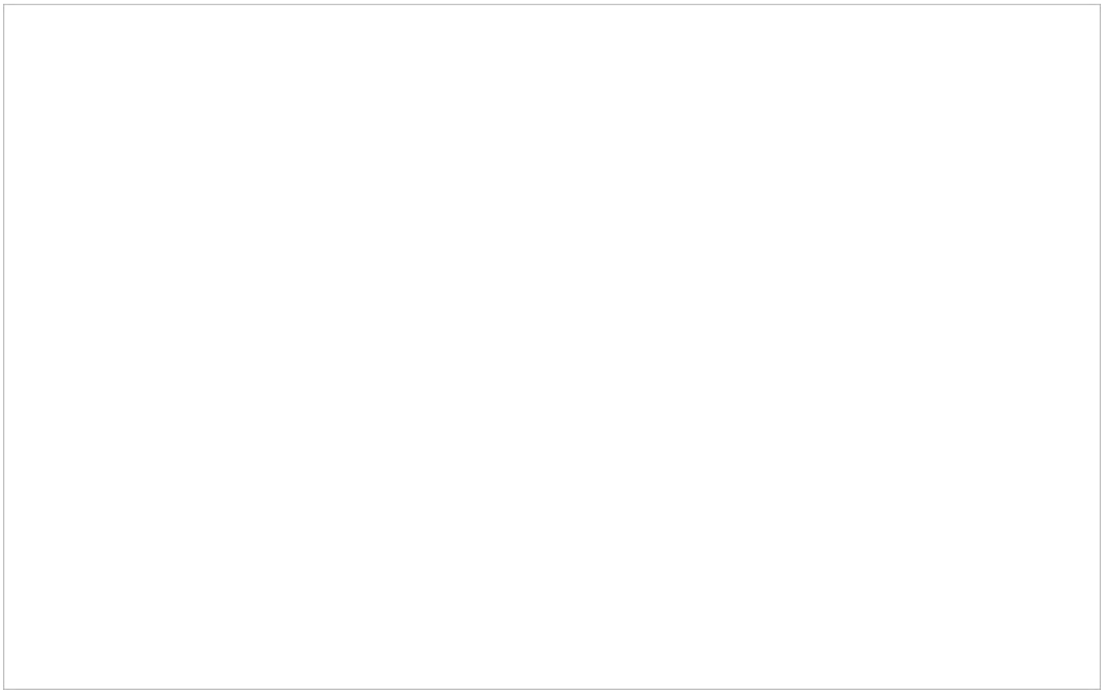
Employee only

This window only list the reports concerning the **selected employee**.



All accidents

This windows lists all accidents for **all employees**.

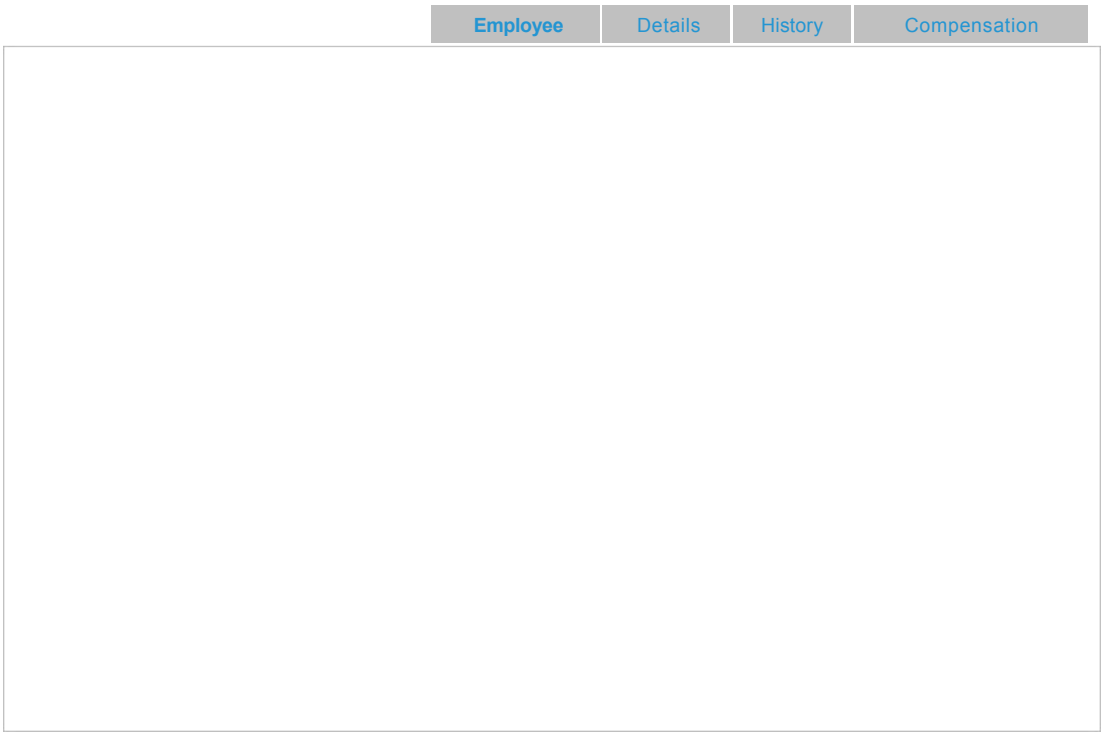


Report of accidents/incidents/diseases

Each report is automatically assigned a two-digit number matching the year in which the accident occurred, followed by a sequence number *(e.g. 07000001)*. This number appears to the right of the employee number and name, above the tabs.

This number establishes a link between an **event** created via the Event module and a **report**. Note that any event created directly in the Event module is not displayed in the listing window.

Employee tab



Accident
The user specifies that the reported event is an **accident**: *this is when an employee gets injured on the job.*

Saving a report of this type automatically **creates** an event in the Event module.

Incident
The user specifies that the reported event is an **incident**: *it is an accident-free event, but that could have resulted in injuries and could give rise to corrective preventive action.*

Saving a report of this type automatically **creates** an event in the Event module.

Illness
The user specifies that the reported event is an **illness**: *it is an occupational illness (WCB) or other (LTA) contracted by the employee*.

Saving a report of this type **does not create** an event in the Event module.

Occurred on: Date and time
Using the pull-down menu, the user enters the date on which the reported event occurred, and in the adjacent field, the time.

Department
Using the pull-down menu, the user enters the employee's company, work location or department at the time the reported event

occurred.

Second structure
Using the pull-down menu, the user enters the product (complementary to department - second company, work location or department) of the employee at the time the reported event occurred.

Job code
Using the pull-down menu, the user enters the ID and job title of the employee at the time the reported event occurred.

Location
Using the pull-down menu, the user enters the ID and location of work of the employee at the time the reported event occurred.

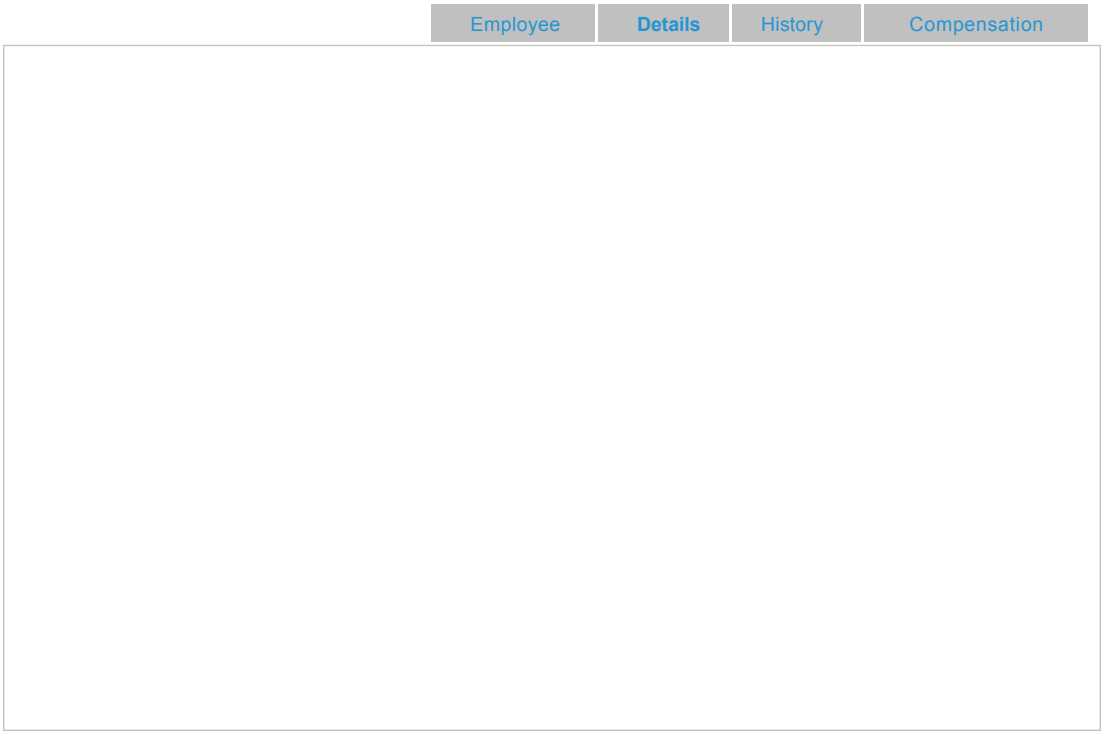
Schedule ID
Using the pull-down menu, the user enters the ID and schedule on which the employee was working at the time the reported event occurred.

Current task
Using the pull-down menu, the user enters the ID and task the employee was performing at the time the reported event occurred.

Off-site
By checking this box, the user specifies that the reported event occurred somewhere other than the regular work site.

During overtime
By checking this box, the user specifies that the reported event occurred outside regular work hours.

Details tab



According to the module's configuration options, the templates may guide the user in entering "Note" fields.

Severity
Using the pull-down menu, the user specifies if the reported event required **medical care** (MD), **first aid** (PS), **or did not require any care** (SS).

Accident type
Using the pull-down menu, the user specifies the ID and name of the reported event.

Body part
Using the pull-down menu, the user specifies the truncated ID and name of the body part involved in the reported event.

Injury type
Using the pull-down menu, the user specifies truncated ID and type of injury documented.

Summary
The user documents the reported event according to the employee version; this field, marked with an , must be filled out when creating a new report.

Location
The user enters the location of the reported event.

Circumstances
The user briefly describes the circumstances of the reported event.

Injury or illness
The user briefly describes the reported injury or malaise.

First aid
The user documents the first aid given.

Doctor
The user enters the doctor's or other health professional's licence number, name and address.

Other people involved, witnesses, etc.
The user enters the name and contact information of witnesses or other people involved in the reported event.

Material damage
In this box, the user enters the material damage incurred by the employee in dollars.

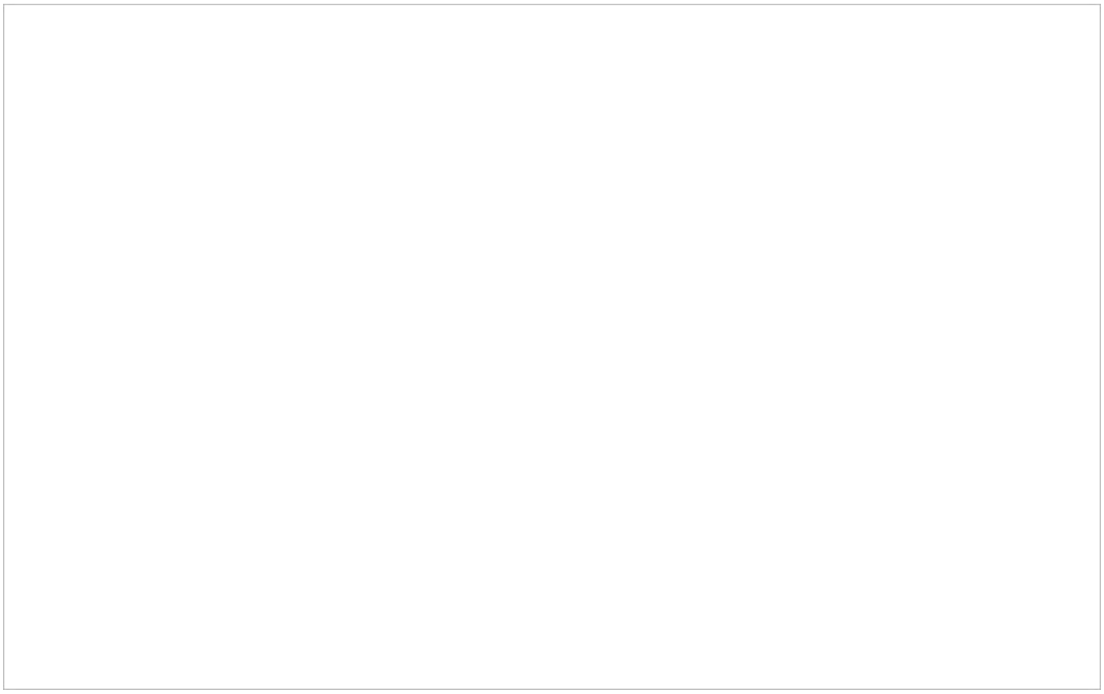
Immediate causes and Root causes
Using the pull-down menu, the user enters the causes of the reported event.

Documents
The user enters the documents that refer to the reported event by selecting them.

Corrections
By checking this box, the user enters the corrective measures to be made to prevent this type of accident.

Confidential info
By checking this box, the user can enter confidential notes pertaining to the accident.

History tab



Main accident
Using the pull-down menu, the user enters the main accident at the source of the reported event *(previous event)*.

This is a
If the report results from a main accident, using the pull-down menu, the user specifies whether the reported event is a **1-Relapse - 2-Recurrence - 3-Aggravation**.

Occurred on: Date and time
Using the pull-down menu, the user enters the date of the reported event and, in the adjacent box, the time.

Declaration date
Using the pull-down menu, the user enters the date on which the declaration was made, and, in the adjacent box, the time.

Late
By checking this box, the user specifies that the declaration was made after the normal reporting timeframe.

Stop work: date
Using the pull-down menu, the user enters the date on which the employee stopped working, and in the adjacent box, the time.

Resume light work: date
Using the pull-down menu, the user enters the date on which the employee will resume light work, and, in the adjacent box, the time.

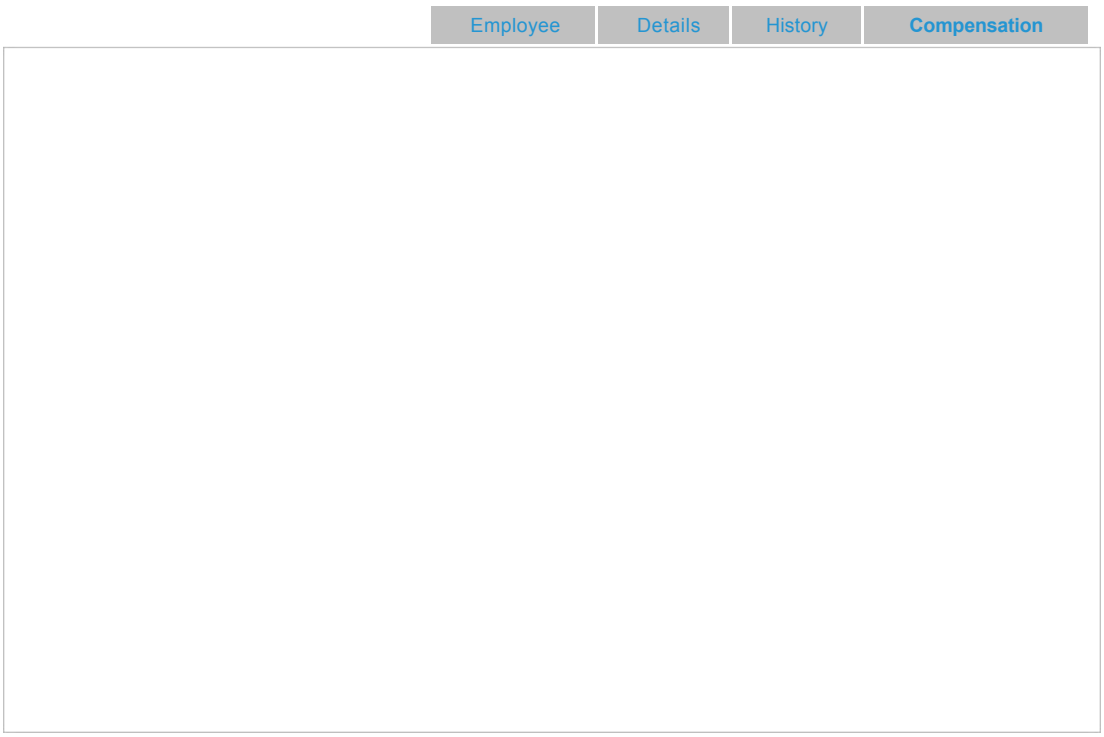
Notes
By checking this box, the user accesses a window in which to write notes about the event.

Return normal work: date
Using the pull-down menu, the user enters the date on which the employee will return to normal work, and, in the adjacent box, the time.

Date incapacitated
Using the pull-down menu, the user enters the date the employee was deemed incapacitated and, in the adjacent box, the time.

Date died
Using the pull-down menu, the user enters the date of the employee's death and, in the adjacent box, the time.

Insurance tab



WCB file number
The user enters the WCB number in this field, and using the adjacent pull-down menu, specifies whether the file was ***Accepted - Challenged - Refused***.

WCB file date
Using the pull-down menu, the user enters the date the WCB file was opened.

Open
By checking this box, the user specifies that the WCB file has been opened.

ADR sent date
Using the pull-down menu, the user enters the date the request for compensation (ADR) was sent to the WCB.

File and legal notes...
By checking this box, the user enters the administrative and legal notes pertaining to the WCB file.

Paid to the employee during disability ... from ... to
Using the pull-down menus, the user enters the dates of the disability period covered.

Payment
By checking the **Weekly** box, the user specifies that the payments are made weekly; by checking the **Not finished yet** box, the user specifies that weekly payments are still being made; and by checking the **Lump sum payment** box, the user specifies that the disability payments were made in a lump sum, and specifies, in the adjacent field, the amount paid.

Covered by insurance
Using the pull-down menu, the user specifies that the reported event is covered by insurance.

See also
Health and Safety: Module
Accidents: Submodule
Options: Health, Safety, Accidents

Structure: module

Home > Modules > Structure: module

Concepts

The ***Structure*** module defines the values of the company's ENTITY1 and ENTITY2 fields.

- "ENTITY1" is the generic term used for the main organizational structure. This field's label is configurable; see the "Global" configuration options. Often *Department* or *Dept.* is used for ENTITY1.
- A second field, "ENTITY2," is also available for a second organizational structure independent of the main structure. In this document, *Product* is often used for ENTITY2.

Data
The data comes from the ENTITY file.

Operation

Input screen
To access the (ENTITY1) input screen:

Data | Structure | Dept. main menu
Administration | **Structure** navigation pane

To access the (ENTITY2) input screen:

Data | Structure | Product main menu

See also
Module overview
Related tables

ENTITY 1: input screen

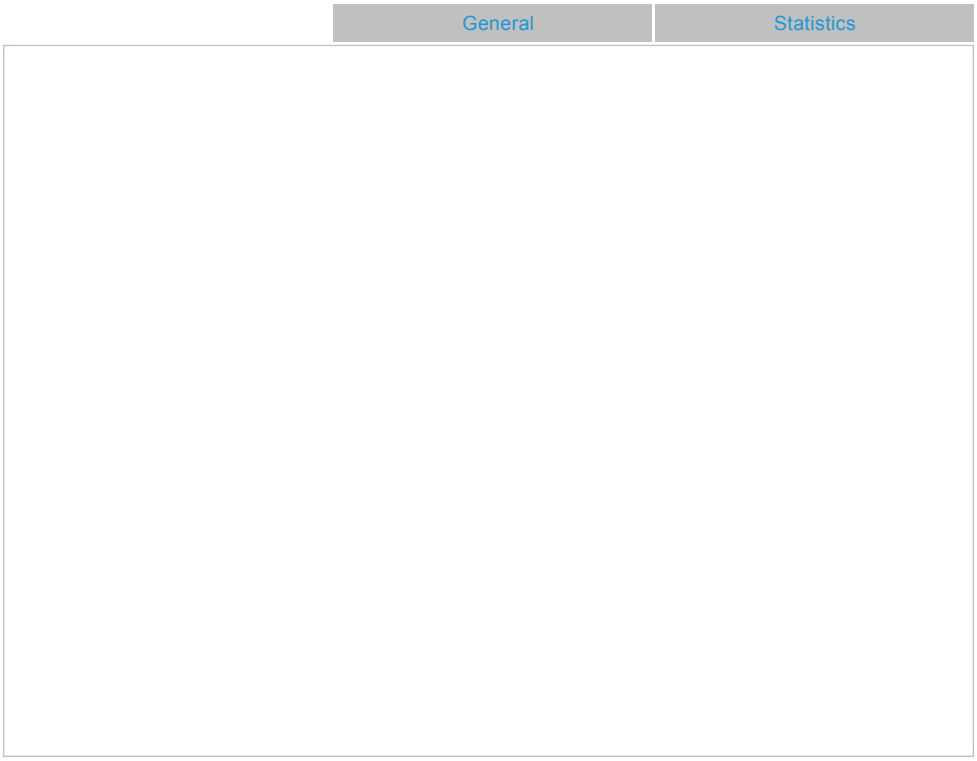
Home > Modules > Structure: module > ENTITY 1: input screen

To access the ***Structure (ENTITY1)*** window, select:

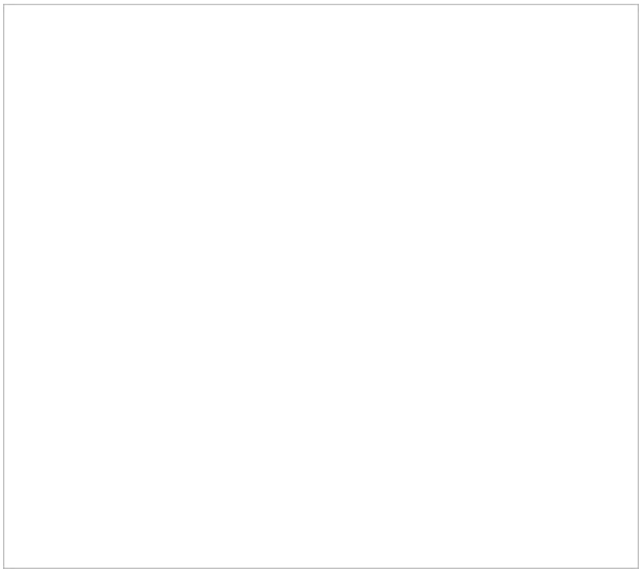
Data | Structure | (ENTITY1) from the menu bar

Click the button on the **Administration** navigation pane.

Fields marked with an are **mandatory**; they must be filled out.



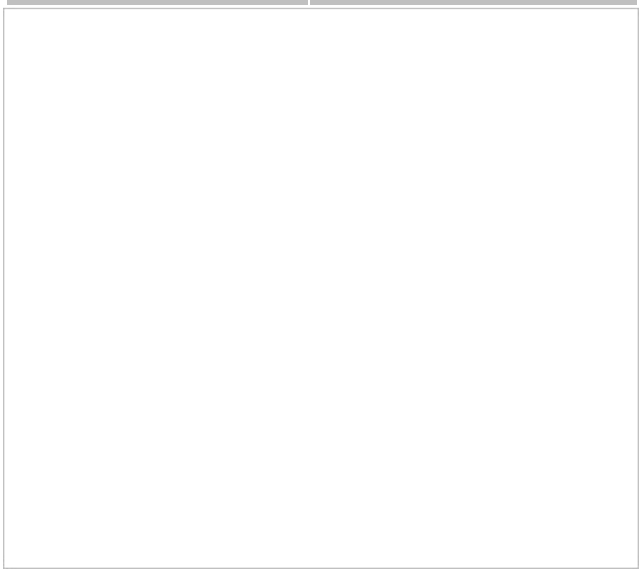
Label	Internal name	Meaning
Department *(ENTITY1)*	EN_ENTITY	Structure ID number *(ENTITY1)*
Obsolete code	EN_INACTIV	Check this box to show this code is obsolete
Notes...	EN_NOTES	Check this box to enter free text



Label	Internal name	Meaning
French	EN_NAMF	French name of structure *(ENTITY1)*
English	EN_NAME	English name of structure *(ENTITY1)*
(Short name) French	EN_SNAMF	Short French name of structure *(ENTITY1)*
(Short name) English	EN_SNAME	Short English name of structure *(ENTITY1)*
GL distribution	_____	Click to enter this department's distribution to the General Ledger *(ENTITY1)*
Misc. 1	EN_MISCEN1	First miscellaneous field of structure *(ENTITY1)*. See "Global" configuration options (maximum 4)
Misc. 2	EN_MISCEN2	Second miscellaneous field of structure *(ENTITY1)*. See "Global" configuration options (maximum 4)

Go back to *Structure (ENTITY1)* window

General | **Statistics**



Label	Internal name	Meaning
Include sub-levels	IIINF	Check this box to include employees in lower levels
Graphic	Graphic	Click this button to display information in graphical form

The view window displays the number of employees who are active, inactive and on long-term disability for all the statuses of the structure (ENTITY1).

When the *Include sub-levels* box is checked, employees of lower levels are added to the total of each status.

Go back to *Structure (ENTITY1)* window

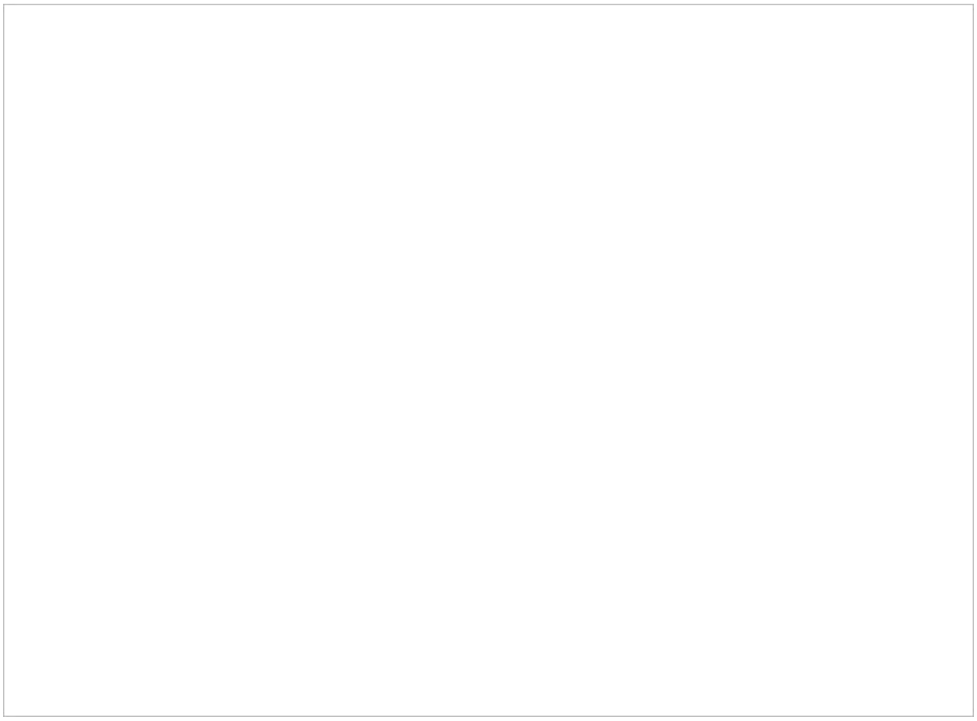
See also
Structure: Module
Reference tables: Module

ENTITY2: input screen

Home > Modules > Structure: module > ENTITY2: input screen

To access the ***Structure*** (ENTITY2) window, select Data | Structure | (ENTITY2) from the menu bar.

- Note that the ***Structure*** (ENTITY2) input screen is the same as for *Structure* (ENTITY1).
- Please refer to the Structure (ENTITY1) input screen for more details.



See also

Structure: Module
Reference tables: Module

Reference tables: module

Overview

This module updates most of the system's reference tables.

The reference tables are used to control the values entered in the employee data windows. When you enter a value in a control field, the system presents you with a choice of pre-defined values in the related table. For example, when you enter an employee address in the *Pers* window, the province is controlled by the PROVINCE table.

- Some reference tables are edited in the specialized windows; notably the main department table *(ENTITY1)*, the functions table, the rates table and the standard schedules table.
- When you enter a value in a control field, you can right-click and select the **Open related tables** option to open the related table in edit mode.

Operation

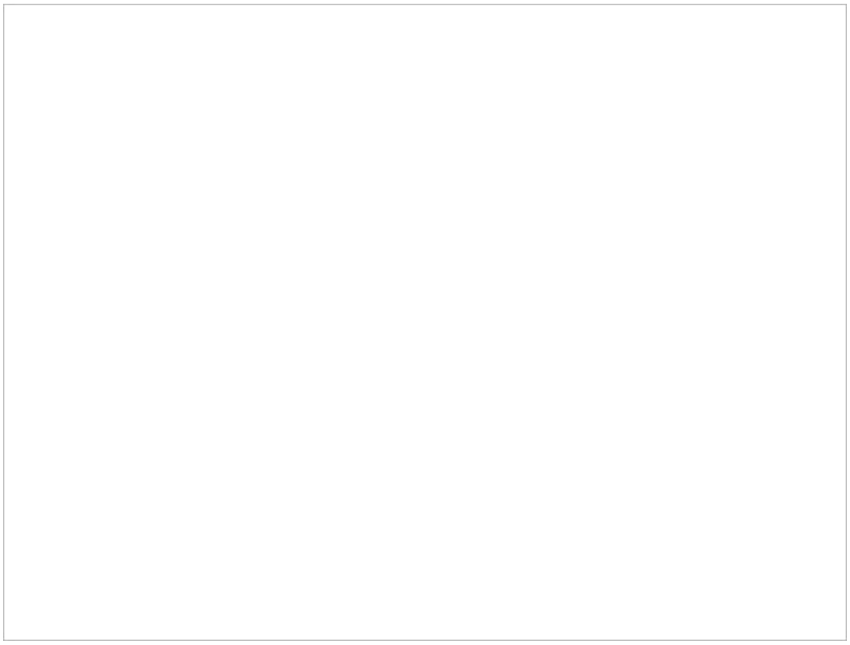
Input screen

To access the reference tables window:

Data | Tables... main menu
Administration | Tables navigation pane
Pop-up menu (right-click) in a control field

To update table entries:

1. Select the table to be modified.
2. Add, delete or modify the records. The fields under the second table may vary according to the table in question.



Here is a brief description (including how they are used) of the tables available to you.

Name and description
AACTION - Assignation status (e.g. accept, refuse, give)
ABSENCE - Absence reasons (e.g. holiday, parental leave) • Selection of relevant absences (Retroactive pay - Wizard) • Absences that apply to the rule (Counters)
ACSTAT- WCB status (e.g. accepted, contested, refused) • Accident status (Accident)
AMTOPT- Pay amount options (e.g. regular, bonus, commission) • Specify the transaction to be used to pay out the time bank balances (Plans: Banks) • Specify the earnings (hours and absences) in net pay (Net pay) • Pure dollars applicable to the rule (Counters)
APTYPE- Applicant type (e.g. active employee, inactive employee, candidate)
ATYPE - Accident type (e.g. collision, ladder, fall) ◦ Accident type (Accident)
BANKID- Bank ID (e.g. Royal Bank, Caisse Desjardins) ◦ Entering of employee's bank (Payroll info)
BUDGET- Budget year and revision (e.g. YYYY-TT, 2007-01)
CARRIER- Insurance carrier (e.g. La Capitale, Sun Life, TD) ◦ Insurance company holding the employee's policy (Benefit plans)

CAUSE- Causes (e.g. alcohol, defective tool, lack of skill)

- Immediate and fundamental cause of the accident (Accident)

CITIZEN - Citizenship (e.g. Canadian, Romanian, Greek, Italian)

- Lists employee's citizenship (Person)
- Foreign country issuing the employee's SIN (Person)

CITY- City (e.g. Montreal, Edmonton, Boston)

CMA- Census metropolitan areas (e.g. 01-Calgary, 02-Edmonton, 03-Halifax)

COMBTYP- Requisition source (e.g. display, publication, memo)

COUADMISS- Eligible costs (e.g. tax credit, Bill 90)

CPSTAT- Status desired by candidate (e.g. . . .)

- Course type (Training - Courses and groups)

CRTYPE - Course: SQDM type (e.g. internal, external, training)

CSTAT - Candidate status (e.g. candidate, hired)

CURR - Currency (e.g. Canadian $, U.S. $, Euro)

- Currency in which the employee's remuneration is paid (Employment history)
- Currency of employee's payroll transaction (Attendance detail and gross pay)

CYCLE - Pay cycle (e.g. all pays, 1st pay of the month, special pay)

- Pay cycles for which the benefit needs to be applied (Benefit plans)
- Payroll deduction cycles (Pay calendar)
- Cycle to be used for calculating temporary net pay (Net pay calculation)

DAYTYPE - Shift (e.g. day, evening, 7 hours, 7.75 hours)

- Shift applicable to a day on the schedule or a schedule exception day (Schedules)
- Displays the shift for the employee's payroll transaction employee (Attendance detail and gross pay)

DCCSTAT - Contract: Status (e.g. active, expired, future)

DCTYPE - Contract: Status (e.g. active, expired, future)

DEDSTAT - Statutory deduction (e.g. federal tax, QPP, Employment Insurance)

- Entering of employee's statutory deductions (Payroll info)
- Statutory payroll deductions (Pay calendar)
- Specifies the statutory deduction (Net pay)

DEPART - Reason for departure (e.g. returning to school, terminated, maternity)

DILOCN - Assignment location (e.g. Montreal, Toronto)

DISTAT - Availability: Status (e.g. vacation - available if emergency, vacation - not available)

DPTYPE - Dependant category (e.g. attendant, beneficiary, insured person)

ECLASS - Event class (e.g. absence, assignment, accident)

- Class of event (Event)

EDUC - Education (e.g. bachelor's degree, college diploma, chartered accountant)

- List of diplomas obtained/targeted by the employee (Skills)
- Pre-requisites and skills developed via training (Training - Courses and groups)
- Education required for the position (Position)
- Education required for the job (Job: Job type or title)
- Education required for the position to be filled (Staffing)

EMPRNO - Employer number for payroll (EI) (e.g. xxxxxxxxxRP0001)

- Number of employer to which employee belongs (Payroll info)
- Employer number for net pay (Net pay)

ETATCIV - Marital status (e.g. common law, divorced, single)

- Defines the employee's civil status (Person)

ETYPE - Event type (e.g. absence, association, training)

- Event type (Training - Courses and groups)
- Event type (Event)
- Selection by event type (Event)

GLGRP - GL group (e.g. Administration, Worker, Computers)

- Accounting position for distribution to the General Ledger (Distribution to General Ledger)

GRADE - Grade (e.g. Grade 1, Grade 2)

- Grade of job/position (Employment history)
- List of grades attached to the position (Position)
- Displays grade of employee's payroll transaction (Attendance detail and gross pay)
- Grade to which job is linked (Job: Job type or title)

GRAVITY - Severity index (Accident) (e.g. First aid, Medical care)

- Severity of accident, in terms of injury or bodily harm (Accident)

HANDICAP - Handicap (e.g. blind, deaf, wheelchair-bound)

- List of employee's handicaps (Medical file)

INJURY - Nature of injury (e.g. asphyxia, burn, fall)

- List of employee's handicaps (Medical file)

JACTION - Movement (e.g. increase, hire, transfer)

- Last movement leading to a change in employee's employment status (Employment history)
- Movement to be created (Employment history - Mass change: Wizard)
- Increase movement to be created (Apply new rates - Wizard)
- Selection via movement (Record of employment - Wizard)

JACTION - Movement (e.g. increase, hire, transfer)

- Last movement leading to a change in employee's employment status (Employment history)
- Movement to be created (Employment history - Mass change: Wizard)
- Increase movement to be created (Apply new rates - Wizard)
- Selection via movement (Record of employment - Wizard)

JOBTYPE - Job type (SQDM) (e.g. self-employed worker, manager, office workers)

- Job type (SQDM-Bill 90) (Job: Job type or title)

JSTAT - Employment status (e.g. employee, inactive, retired)

- Employee's current employment status (Employment history)
- Selection by employment status for temporary net pay calculation (Net pay calculation)
- Selection by employment status (Event)
- Selection by employment status (Person - Mass change: Wizard)
- Selection by employment status (Employment history - Mass change: Wizard)
- Selecting a specific employment status (Enrollment of interested employees - Wizard)
- Employee selection via the employment status (Enrollment of selected employees: Wizard)
- Selection by employment status (Compares employees vs position held - Wizard)
- Selection by employment status (Retroactive pay - Wizard)
- Selection by employment status (Benefits - Wizard)

LANG - Language (e.g. English, French, Spanish)

- Employee's preferred language or mother tongue (Person)
- List of languages spoken/targeted by the employee (Skills)
- Language course taught in (Training - Courses and groups)
- Pre-requisites and skills developed via training (Training - Courses and groups)
- Languages required for the position (Position)
- Language spoken by the dependant (Benefits - Dependant)
- Languages required for the job (Job: Job type or title)
- Language spoken by the candidate (Staffing)
- Language required for the position to be filled (Staffing)

LEVEL - Skill level (e.g. beginner, intermediate, advanced)

- Candidate's degree of knowledge regarding skill level (Staffing)

LIMB - Body part (e.g. head, shoulder, knee)

- Body part affected by the accident (Accident)

LOCN - Body part (e.g. head, shoulder, knee)

- Employee's work location at time of accident (Accident)
- Employee's current work location (Employment history)
- Work location of position (Position)
- Work location of position to be filled (Staffing)

MEDIA - Publications (e.g. The Gazette, *Le Journal de Montréal*)

MINORITY - Minority (e.g. Asian, Black, Native)

- List of visible minorities to which the employee belongs (Person)
- List of visible minorities to which the candidate belongs (Staffing)

MISKBANK - Various bank adjustments (e.g. right to discharge, cash out vacation bank)

- Specifies the deposit transaction to be generated when depositing entitlements to the employee (Plans: Banks)
- Various transactions to which the rule applies (Counters)

OPTION - Benefit options (e.g. family, individual, family and dental)

- Option selection by employee (Benefits)
- Available and default options (Benefit plan)
- Specifies the benefit (Net pay)

PACTION - Position reason for movement (e.g. new position, change in status)

- Reason for position (Position))

PAYCALC - Tax calculation (e.g. periodic, annual evaluation, lump-sum payment)

- Method of calculation to be used for calculating temporary net pay (Net pay calculation)

PAYCONST - Pay constants (e.g. Basic exemption, annual QPP contribution)

PAYGRP - Pay group (e.g. weekly, monthly, biweekly)

- Employee pay group (Employment history)
- Pay group to which position is linked (Position)
- Pay group for payroll (Pay calendar)
- Pay group of employee pay transaction (Attendance detail and gross pay)
- Net pay pay group (Net pay)
- Pay group included in the temporary net pay calculation (Net pay calculation)
- Selection by pay group (Person - Mass change: Wizard)
- Selection by pay group (Employment history - Mass change: Wizard)
- Selection of employees via pay group (Enrollment of selected employees: Wizard)
- Selection by pay group (Compares employees vs position held - Wizard)
- Selection by pay group (Retroactive pay - Wizard)
- Selection by pay group (Benefits - Wizard)

PERIOD - Pay period (e.g. D - daily, W - weekly, B - biweekly)

- Period to which all premium calculations apply (Benefit plan)

POCC - Position: Method occupied (e.g. permanent active, permanent inactive, temporary)

POSRC - Position source (e.g. new, transfer)

- Position source (Position)

POTYPE - Position type (e.g. permanent, seasonal, temporary)

- Position type (Position)

PRIME - Premiums (e.g. premium for hazardous work, night work, weekends)

- List of premiums applicable to employee (Employment history)
- List of premiums applicable to the schedule, a schedule day or an exception day (Schedules)
- Premiums applicable to the job (Job: Job type or title)
- Premiums applicable to the rule (Counters)

PROF - Professors (e.g. Diane Couture, Thomas Green)

- Trainer name (Training - Courses and groups)

PROJECT - Building (non-accounting) (e.g. Sacré-Coeur, Place de la rive, Résidence Wilfrid-Laurier)

- Non-accounting entry for distribution to the General Ledger (Distribution to General Ledger)

PROVINCE - Province (e.g. AB - Alberta, MB - Manitoba, QC - Quebec)

- Province or state in employee's address (Person)
- Issuing province for employee's health insurance card (Medical file)
- Province of residence of dependant (Benefits - Dependant)
- Net pay province (Net pay)
- Province of candidate (Staffing)

PSTAT - Personal status (e.g. permanent, temporary, student)

- Employee's current personal status (Employment history)
- Personal status possible for the position (Position)
- Selection based on personal status for the temporary net pay calculation (Net pay calculation)
- Selection by personal status (Event)
- Selection by personal status (Person - Mass change: Wizard)
- Selection by personal status (Employment history - Mass change: Wizard)
- Employee selection via personal status (Enrollment of selected employees: Wizard)
- Selection by personal status (Compares employees vs position held - Wizard)
- Selection by personal status (Retroactive pay - Wizard)
- Selection by personal status (Benefits - Wizard)

RELATN - Relationship (e.g. child, spouse, brother)

- Relationship with dependant (Benefits - Dependant)

RELEVE1 - Relevé-1 (e.g. A - Employment income, B - QPP contribution)

REOCCUR - Reoccurrence type (e.g. relapse, recurrence, aggravation)

- Recurrence following previous accident (Accident)

RESOURCE - Resources (e.g. Computer WIN95, Video recorder)

- Resources required for the training (Training - Courses and groups)

ROEOTHER - RE Other amounts (e.g. A - anniversary date payment, B - premium (bonus))

ROEREAS - RE Reason for departure (e.g. A - lack of work, B - strike or lock-out)

- Default reason (Record of employment - Wizard)

ROOM - Room (Training, Interview) (e.g. Laval room, board room, room A-15)

- Room where training is to be held (Training - Courses and groups)

RQREAS - Raison for job opening (e.g. departure, new position, replacement)

- Reason for position to be filled (Staffing)

RQSTAT - Requisition status (e.g. created, open, selection)

- Requisition status (Staffing)

SCHOOL - School (e.g. Avantech, Collège Delta, Internal)

- Course providers (Training - Courses and groups)

SEX - Sex (e.g. male, female)

- Sex of dependant (Benefits - Dependant)
- Sex of candidate (Staffing)

SIC - Standard Industrial Classification (e.g. 0000 - Agriculture, 0800 - Forestry, 0900 - Fishing)

SITE - Site (e.g. head office, store 108)

SKILL1 - Skills (1) (e.g. AutoCAD, CorelDRAW, Excel)

- First list of skills acquired/targeted by the employee (Skills)
- Pre-requisites and skills developed via training (Training - Courses and groups)
- Skills required for the position (Position)
- First skills category required (Job: Job type or title)

SKILL2 - Skills (2) (e.g. coaxial cable, microwave, Vista unit)

- Second list of skills acquired/targeted by the employee (Skills)
- Pre-requisites and skills developed via training (Training - Courses and groups)
- Skills required for the position (Position)
- Second skills category required (Job: Job type or title)

SKILL3 - Skills (3) (e.g. fall, communication, visionary)

- Third list of skills acquired/targeted by the employee (Skills)
- Pre-requisites and skills developed via training (Training - Courses and groups)
- Skills required for the position (Position)
- Third skills category required (Job: Job type or title)

SKILL4 - Skills (4) (e.g. Ethernet, token ring, with cable)

- Fourth list of skills acquired/targeted by the employee (Skills)
- Pre-requisites and skills developed via training (Training - Courses and groups)
- Skills required for the position (Position)
- Fourth skills category required (Job: Job type or title)

SKILLREQ - Required skill level (e.g. asset, important, critical)

SOURCE - Source (e.g. ad, in files, key contact)

- Defines the source of contact or hire of employee (Person)

STEPNM - Step names (e.g. preliminary interview, final interview, medical exam)

- Steps required to fill the position (Staffing)

T10 - Pension adjustment reversal (e.g. amount, plan registration number, modification)

T4 - Status of remuneration paid (e.g. 14 - Employment income, 22 - Income tax deducted, 16 - CPP contribution)

T4A - Pension status and other (e.g. 16 - Pension, 24 - Annuities, 46 - Charitable donations)

TASK - Task (e.g. budget management, systems design, documentation)

- List of tasks acquired/targeted by the employee (Skills)
- Task performed by employee at date of accident (Accident)
- Tasks to be accomplished (Job: Job type or title)

TIMEBANK - Time banks (e.g. vacation, sick leave, personal)

- Displays the list of employee banks (Time banks)
- Specifies to which time bank the plan applies (Plans: Banks)
- Specifies which bank to close or cash out (Bank - Termination wizard)

TIMEOPT - Options: Hours worked (e.g. straight time, double time, training)

- Displays employee's payroll transaction option (Attendance detail and gross pay)
- Selection of options for hours involved (Retroactive pay - Wizard)
- Hours worked applicable to the rule (Counters

TIMETYPE - Attendance/Pay time type (e.g. hours, absence, premium)

- Displays employee's payroll transaction type (Attendance detail and gross pay)
- Selection of transaction type involved (Retroactive pay - Wizard)

TLEVEL - Task level (Tasks) (e.g. very easy, easy, difficult)

TRACK - Career plan (e.g. operational plan, professional plan, technical plan)

TRISK - Risk level (e.g. no risk, slight risk)

TRNCOST - Training cost (e.g. cost of training, reimbursement of expenses, paid to a supplier)

TSOURCE - Source for TIMEDT (e.g. automatic, attendance/detail, time sheet)

- Module used to create an employee payroll transaction (Attendance detail and gross pay)

UNION - Union (e.g. FTQ, UFCW, non-unionized)

- Union employee is linked to (Employment history)
- Union to which position is linked (Position)
- Grade to which job is linked (Job: Job type or title)

See also
Module overview

Tools and Wizards

Overview

There are many tools and wizards in the **Umana** system. Tools are used for system maintenance, configuration and administration. Wizards help carry out complex operations.

In general, wizards and tools are available on the **Tools** menu.

Management Tools

- Alarms - Definition of alarms, actions to take
- Options - System configuration
- Users - Security controls and access rights
- Expressions generator - Construction of expressions for a report, a selection, a calculation
- Dated expressions - Complex operations that take into account one or more parameters
- Counters - Rules for filtering and totalling transactions

Maintenance tools

These tools are similar to those used for reports, but they may be used to update the database. They are found in the **Maintenance** submenu.

They fall under four categories.

- **Person and Job** - For employee files
- **Attendance and Pay** - For pay and time banks
- **System** - Maintenance of the application
- **Archiving** and purging of data

Wizards

- Mass change: Employees - Make changes to the files of several employees
- Mass change: Employment history - Create new movements affecting a group of employees
- Apply new rates (Raises) - Create movements for employees to apply the new rates already entered in your rates table
- Update positions according to employee - Link the position to the employee who holds it
- Retroactive pay - Create pay transactions to compensate for the difference between the paid amount (based on TIMEDT) and the rate that will have to be paid (according to JOBHIST)
- Generation of salaries - Add normal hours worked at gross pay based on the employee's schedule
- Net pay preparation - Calculate temporary net pay
- ROE - Record of employment - Creates and uploads records of employment
- Time Banks - Termination Wizard - Close and/or pay out time banks following a termination
- Enroll interested persons - Enroll employees interested in developing the skills covered by the course
- Enroll employees - Enroll employees in a course
- Enroll employees in a benefit - Enroll eligible employees for a new benefit
- Update benefits - Terminate the enrollments and updates for coverage and premiums

Alarms: module

Overview

The ***Alarms*** module defines the conditions that can send a message and/or trigger an automatic action.

Data

Alarm management involves three files:

- ALARM file - contains the **alarm definitions**
- DALARM file - contains **future alarms**
- SALARM file - contains **sent messages, whether read or not**

Operation

To access the *Alarms* input screen:

Tools | Alarms | Define... main menu
Administration shortcut bar

To access the *Messages* input screen:

Tools | Alarms | Messages... main menu
Main toolbar

See also
Module overview
Overview of Tools and Wizards
Related tables

Alarms: input screen

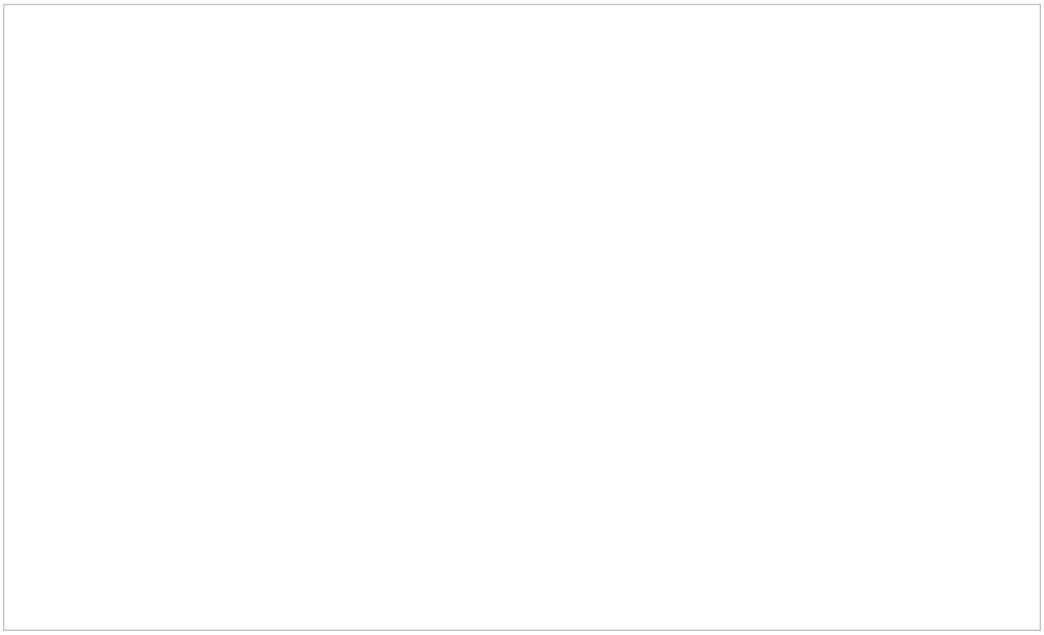
On this page

- Alarm definition
- Entering a new recipient
- Umana internal messaging
- E-mail

To access the **Alarm definition** window, select **Tools | Alarms | Define...** from the menu bar or click the button on the **Administration** shortcut bar.

Alarm definition

Condition	Action



The left part of the window displays the list of existing alarms.

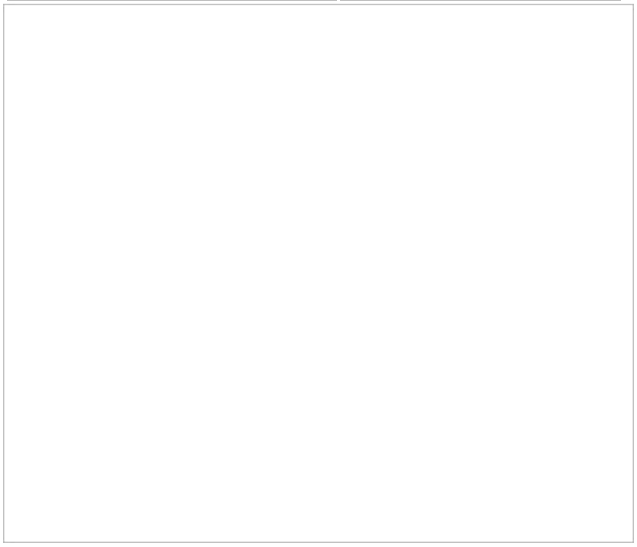
Toolbar

Click ☐ to view future alarms.

Go back to start

Condition tab

Condition	Action



Label	Internal name	Meaning
French	AL_TITL_LANG	French alarm title
English	AL_TITL_OTHERLANG	English alarm title
☐ Active	AL_ACTIVE	Check this box to specify that the alarm is active

☐ Notes...	AL_NOTES	Check this box to enter free text

Activation mode

☐ Broadcast	_____	Check to specify that the alarm is intended for all employees
Until	_____	Specify when the broadcast will end
☐ Periodic	_____	Check to specify that the alarm has an application frequency
Frequency	_____	Specify the alarm frequency
☐ Pre-update	_____	Check to trigger alarm before the file is updated
☐ Blocking error	_____	Check this box to specify to the user a data entry error preventing data from being saved
☐ Post-update	_____	Check to trigger alarm after the file is updated
☐ Date triggered	_____	Check to trigger alarm after the update of a *Date* field from the file
As a result of a change	AL_DBF	Select the module targeted by the change

Condition to test

☐ Selection...	AL_SELECT	Check this box to select the records to be tested: Responsibility centre; Permanent status - Job status - Personal status; Job; Category; Pay group
☑ Condition...	AL_CONDTN	Check this box to test an expression in the expressions generator
☑ Date...	AL_ONDATE	Check this box to test an expression based on a *Date* field in the Generator
☐ Trigger if date is past	AL_IFPAST	Check this box to trigger the alarm at a later date
☐ Trigger if today	AL_IFTODAY	Check this box to trigger the alarm on today's date
☑ Reset to...	AL_RESET	Check this box to specify a new trigger date

Go back to start

Action tab

Condition	Action

Label	Internal name	Meaning
Message		
☑ French text	AL_MGSF	Check this box to enter the message as free text in French. You may include variables using the expressions generator.

☑ English text	AL_MSGE	Check this box to enter the message as free text in English. You may include variables using the expressions generator.
☐ Repeat if already sent	AL_REPEAT	Check if you want to repeat the message, even if it has already been sent
Recipient(s)	AL_DESTID	Message recipients. You may enter several recipients for a single alarm. Select ☐ to select an enter a new recipient

Action to take

☑ Command(s) to be executed	AL_COMMAND	Free text containing one or more commands to be run
☐ Parameter 1...	AL_PARM1	First parameter to be evaluated
☐ Parameter 2...	AL_PARM2	Second parameter to be evaluated
☐ Parameter 3...	AL_PARM3	Third parameter to be evaluated
☐ Parameter 4...	AL_PARM4	Fourth parameter to be evaluated

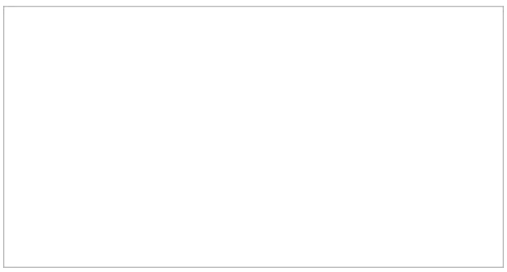
Go back to start

Entering a new recipient

If an alarm is found, the system immediately sends the recipient a message or creates/updates a dated record. Each day, the system triggers the process that activates the day's alarms.

There are two types of recipients:

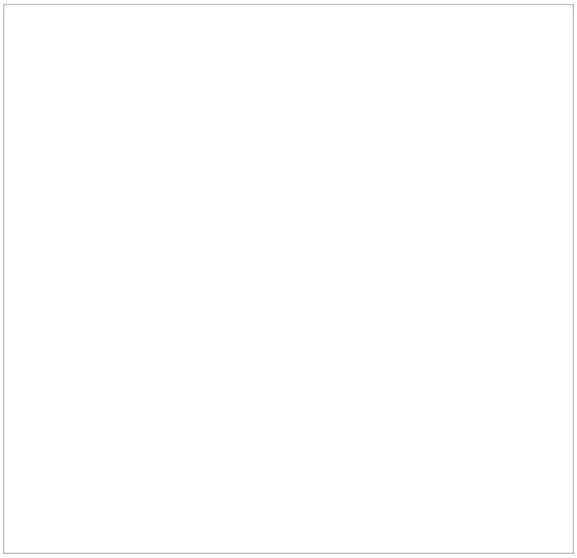
- the Umana system internal messaging
- an e-mail address



Go back to start

Umana internal messaging

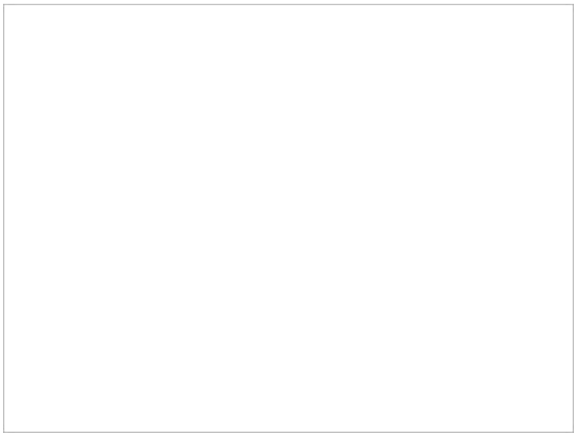
The voice mail in Umana manages the messages received. A user belonging to one or more groups will get his/her messages and those of the group or groups. For group messages, as soon as a user accepts the message, it disappears for all users in the group.



Label	Internal name	Meaning
☐ The user who triggered the alarm (made the change)	_____	Check this option for the message to be sent to the user making the change immediately.
☐ A specific user or security group (role)	_____	Check this option for the message to be sent to the user or a group of users
☐ An employee (who is also a user)	_____	Check this option for the message to be sent to a user entered in the file of the specified employee
☐ Expression for employee number of user ID	_____	Check this option for the message to be sent to the documented user in the form of an expressions generator expression
☐ Click to enter expression...	_____	Check this box to access the expressions generator
☑ Send an e-mail instead if employee has no user ID	_____	Check this box to send messages via e-mail to employees who are not defined as users.

Go back to start

E-mail



Label	Internal name	Meaning
This e-mail address	_____	Check this option for the message to be sent via e-mail to the specified address
This employee (get e-mail address from his file)	_____	Check this option for the message to be sent to the e-mail address of the selected employee
Expression for employee number or e-mail address	_____	Check this option for the message to be sent to the documented e-mail address in the form of an expressions generator expression
Click to enter expression...	_____	Check this box to access the expressions generator

Go back to start

See also
Alarms: Module
Alarms: My messages

Alarms: My messages

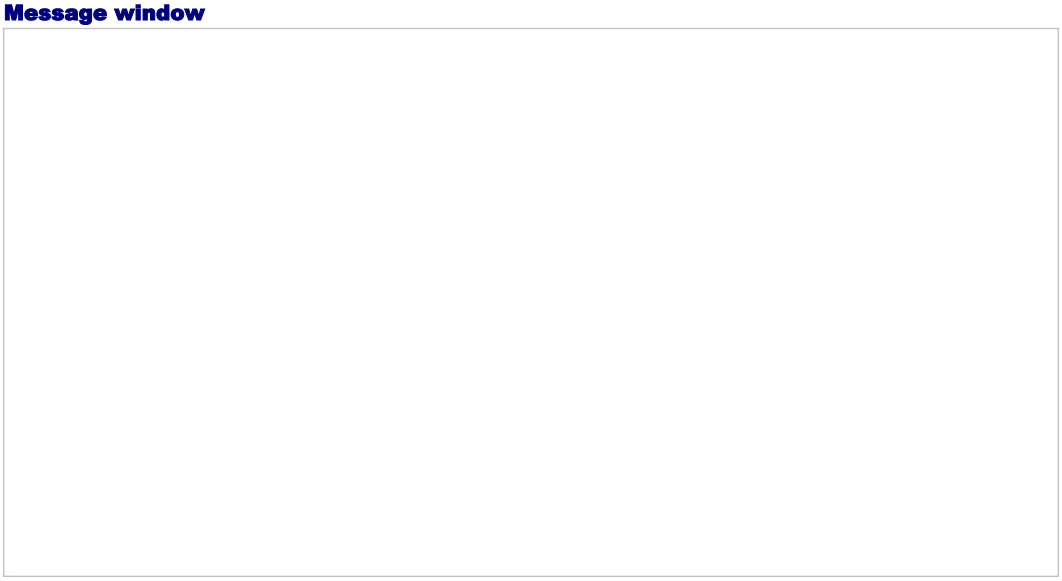
Home > Tools and Wizards > Alarms: module > Alarms: My messages

On this page

- Message window
- Toolbar
- Message with automatic action
- Messages in a shared mailbox

To access the **messages** window, select **Tools | Alarms | Messages...** from the menu bar or click the main toolbar's button.

Message window



The window displays the list of messages for the user whose session is currently under way. The list can be sorted by column by

clicking the column header.

- The icon that appears in the 1st column indicates a new message.
- The icon that appears in the 2nd column indicates that an action is attached to the message.
- Check the "New messages only" box at the bottom right of the window to display only new messages.

Go back to start

Toolbar

Click Open to open the selected message. You will then have the opportunity to save or delete the message.

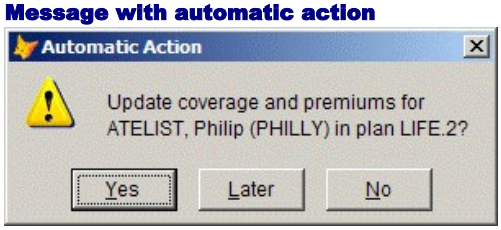
Click Forward to forward the selected message to another user. (Note that this option is not available for now.)

Click to delete the selected message.

Click to refresh the list of messages.

Go back to start

Message with automatic action



In general, two actions are possible when a message is opened: "Save message" and "Delete message." However, these actions change completely if a message has an attached action and become "Yes," "Later" and "No" options for executing the command or not.

Go back to start

See also
Alarms: Module
Alarms: input screen

Time Bank Termination Wizard

Overview

The Termination Wizard is a tool to help you manage the time banks of an employee when the employment status is "termination" or when the employee is no longer eligible for a plan.

Note: A bank does not necessarily have to be closed upon the termination of an employee. For example, for an "*in-and-out*" employee, it may be-better to close his time banks at the end of the year or on another date.

On this page

- Calling up the wizard
- Information on the bank and selecting the closing date
- What to do with the balance
- Including the current year
- Checking and correcting numbers
- Finalizing

Calling up the wizard

The **Termination Wizard** can be called by

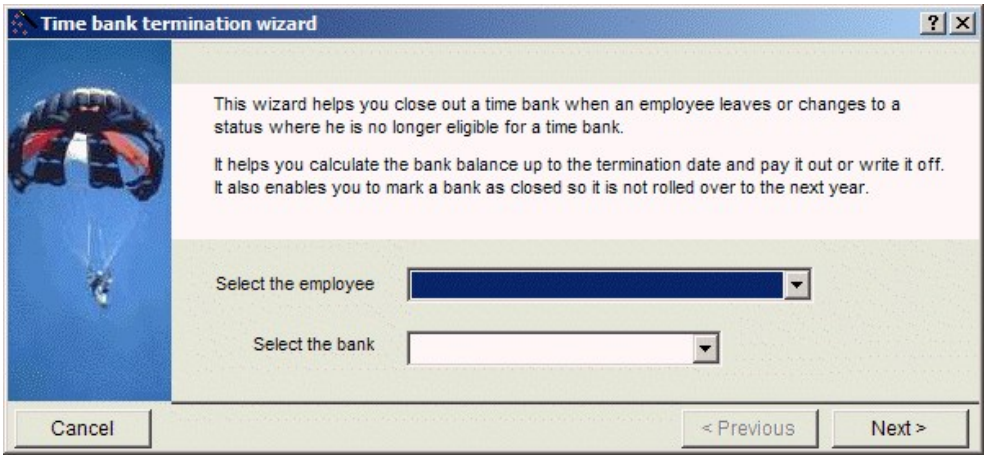
- using the **Tools...** button in the *Time Bank* window;
- using the main menu Tools | Wizards| Time Bank: Close or Pay Out.

Call up via the tools in the Time Bank window

Select the desired employee and bank. Click and select the "Termination Wizard" option. The Wizard will open directly in the Bank Information and Select Closing Date window.

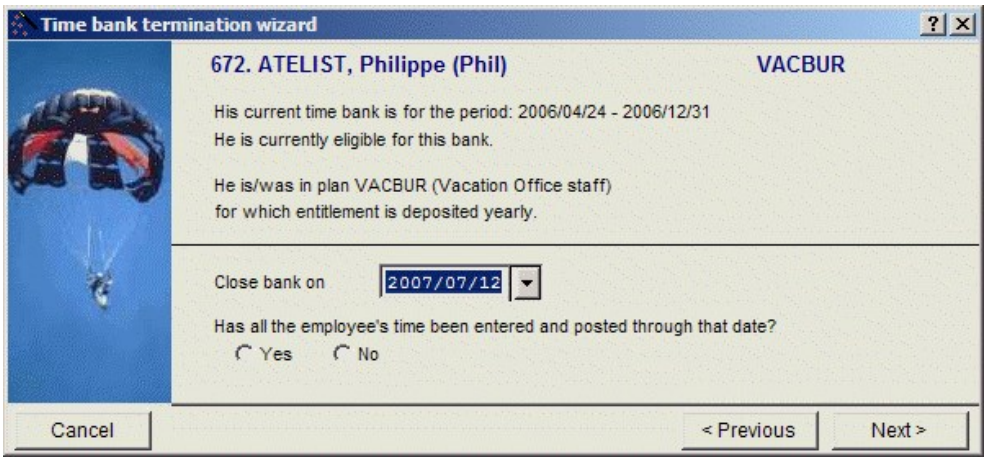
Call up via the main menu

Select Tools| Wizards | Time Bank: Close or Pay Out from the main menu.


Time bank termination wizard
This wizard helps you close out a time bank when an employee leaves or changes to a status where he is no longer eligible for a time bank.
It helps you calculate the bank balance up to the termination date and pay it out or write it off.
It also enables you to mark a bank as closed so it is not rolled over to the next year.
Select the employee
Select the bank
Cancel
< Previous
Next >

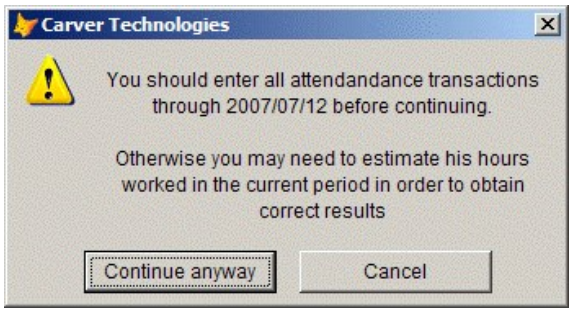
Select the employee and bank, and then click Next >.

Information on the bank and selection of the closing date


Time bank termination wizard
672. ATELIST, Philippe (Phil)
VACBUR
His current time bank is for the period: 2006/04/24 - 2006/12/31
He is currently eligible for this bank.
He is/was in plan VACBUR (Vacation Office staff)
for which entitlement is deposited yearly.
Close bank on
2007/07/12
Has all the employee's time been entered and posted through that date?
Yes
No
Cancel
< Previous
Next >

Enter the date on which you would like to close the bank (usually the termination date of the employee or afterwards).

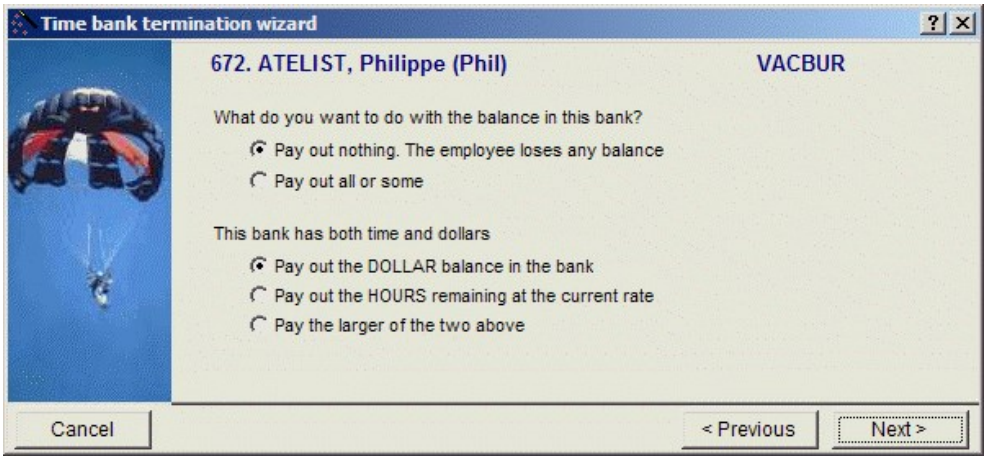
Specify whether the hours were all entered and carried over until the closing date. If you select **No**, a window will appear informing you that "You must enter all attendance transactions until (closing date)"


Carver Technologies
You should enter all attendandance transactions through 2007/07/12 before continuing.
Otherwise you may need to estimate his hours worked in the current period in order to obtain correct results
Continue anyway
Cancel

Click OK to return to the current window, or Continue anyway to continue.

- To enter attendance transactions, click OK, and then Cancel to quit the Wizard. In the main menu, select **Data | Attendance, Gross Pay | Attendance Detail**, then enter the desired transactions and save. Reactivate the Wizard through the Time Bank window or via the main menu.

What to do with the balance:


Time bank termination wizard
672. ATELIST, Philippe (Phil)
VACBUR
What do you want to do with the balance in this bank?
Pay out nothing. The employee loses any balance
Pay out all or some
This bank has both time and dollars
Pay out the DOLLAR balance in the bank
Pay out the HOURS remaining at the current rate
Pay the larger of the two above
Cancel
< Previous
Next >

What should you do with the balance?

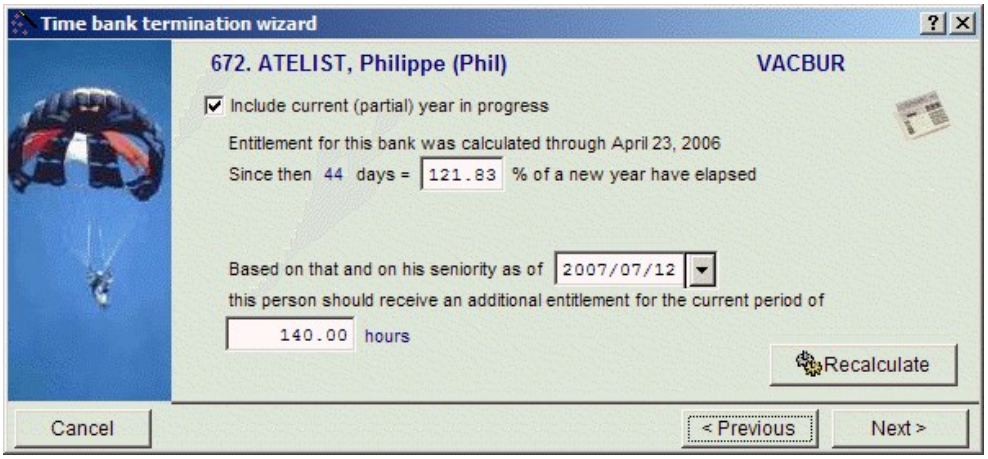
Select **Pay out nothing. The employee loses the balance** if you do not want to pay the bank balance to the employee.
Select **Pay Out All or Some** if you want to pay part or all of the bank balance to the employee.

The bank has both: time and dollars

Select **Pay out the DOLLAR balance in the bank** if you want to pay the balance in dollars to the employee.
Select **Pay out the HOURS remaining at the current rate** if you want to pay the balance in hours to the employee.
Select **Pay the larger of the two above** if you want to pay the greater of the hours or dollars of the balance to the employee.

- If you choose to **Pay out nothing**, you can go directly to the window to check and correct numbers.

Including the current year

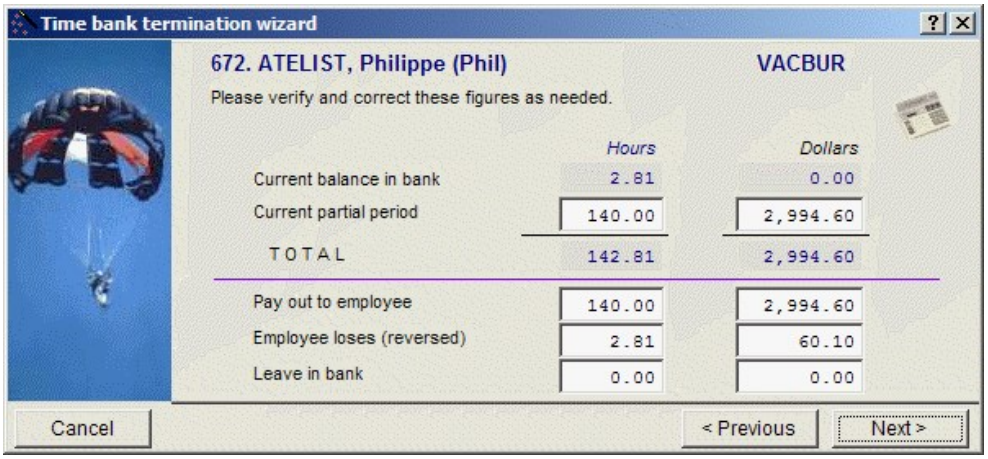

Time bank termination wizard
672. ATELIST, Philippe (Phil)
VACBUR
Include current (partial) year in progress
Entitlement for this bank was calculated through April 23, 2006
Since then 44 days = 121.83 % of a new year have elapsed
Based on that and on his seniority as of 2007/07/12
this person should receive an additional entitlement for the current period of
140.00 hours
Recalculate
Cancel
< Previous
Next >

Check **Include current (partial) year in progress** to add to our entitlements that the employee would have acquired during the period.

You can change the percentage, seniority date or entitlements for the current period. The Wizard automatically does the calculation.

Click Recalculating to update the data based on the bank balances.

Checking and correcting your figures

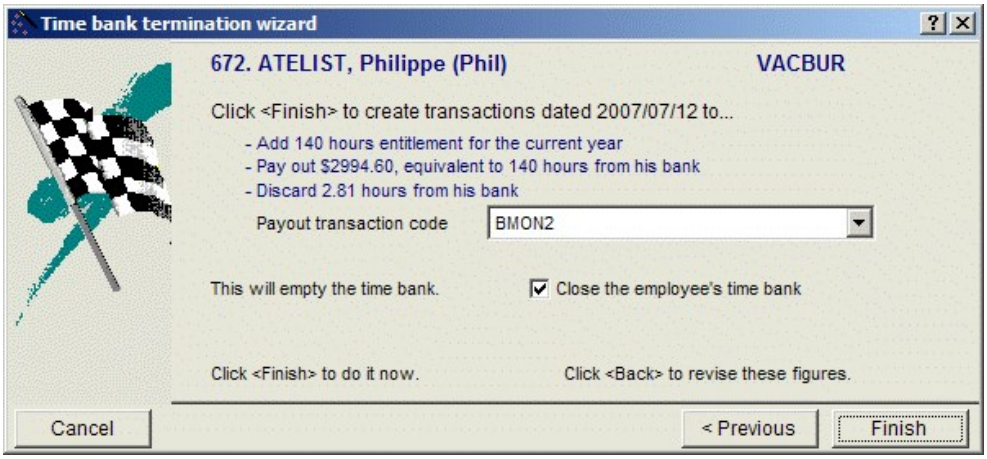


Click to display the calculator.

You can change the hours and/or amounts that the employee loses or what remains in the bank.

If the **Leave in bank** field is not set to 0, the bank will not automatically close.

Finalizing


Time bank termination wizard
672. ATELIST, Philippe (Phil)
VACBUR
Click <Finish> to create transactions dated 2007/07/12 to...
- Add 140 hours entitlement for the current year
- Pay out $2994.60, equivalent to 140 hours from his bank
- Discard 2.81 hours from his bank
Payout transaction code
BMON2
This will empty the time bank.
Close the employee's time bank
Click <Finish> to do it now.
Click <Back> to revise these figures.
Cancel
< Previous
Finish

Enter the transaction to be used to pay out from the bank.

Check the **Close the employee's time bank** box and click Finish .

Benefits - Wizards

Overview

There are two benefits wizards:

- Enrolling employees in a benefit
  This wizard enrolls eligible employees in a new benefit.
- Updating enrollments
  This wizard is used to terminate enrollments and update coverage and premiums.

Operation

To access enrolling employees in a benefit:

- Main menu **Tools | Wizards | Benefits: Enroll eligible employees...**
- Tools of the benefit plans input screen.

To access updating benefits:

- Main menu **Tools | Wizards | Benefits: Update enrollments...**
- Tools of the benefit plans input screen.

Benefits - Enroll eligible employees...

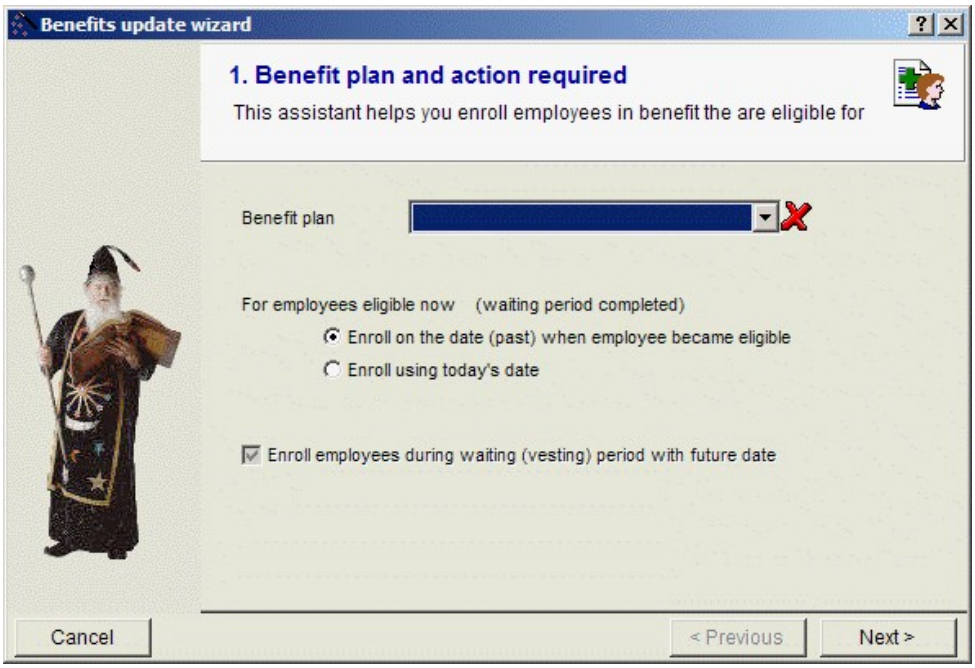
To access enrolling employees in a benefit:

- Main menu **Tools | Wizards | Benefits: Enroll eligible employees...**
- Tools of the benefit plans input screen.

There are three steps involved in enrolling employees:

- Selecting the benefit plan and the date to enter.
- Identifying employees in accordance with specific criteria.
- Confirming enrollments.

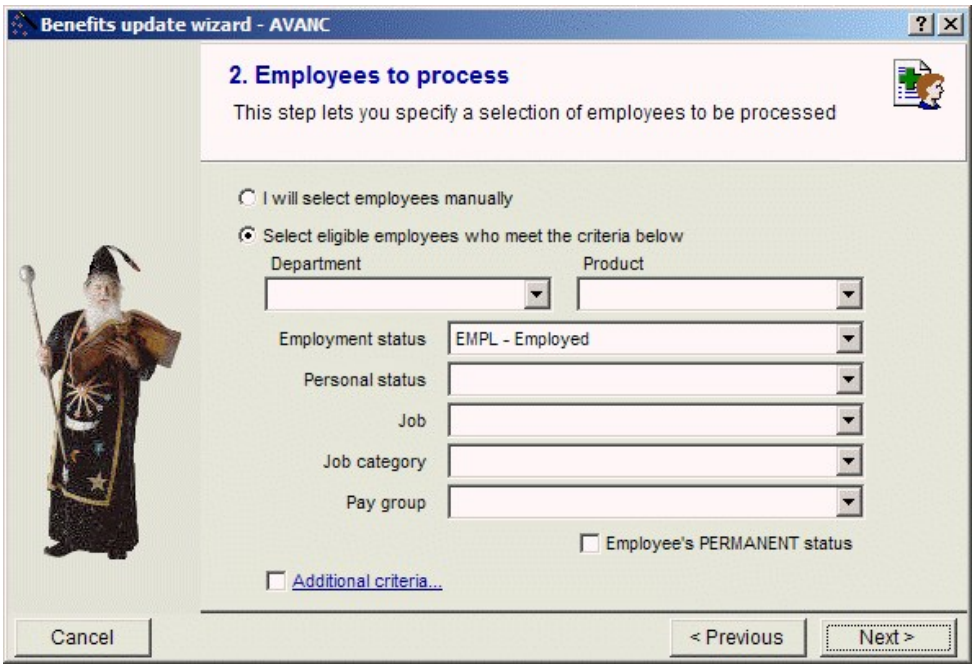
Plan and action


Benefits update wizard
1. Benefit plan and action required
This assistant helps you enroll employees in benefit the are eligible for
Benefit plan
For employees eligible now (waiting period completed)
Enroll on the date (past) when employee became eligible
Enroll using today's date
Enroll employees during waiting (vesting) period with future date
Cancel
< Previous
Next >

- Select the benefit plan in which you want to enter new employees.
- Decide if you want the employee to become eligible as of today, or as of the date of admission to the plan.
- Check "Enroll employees during waiting (vesting) period with future date" when you want to enroll employees meeting the criteria at the date on which they will become eligible for the benefit. (Example: The group insurance plan could be available only for employees who have completed their three-month probation period. The employee would then be enrolled at the time of hire plus a three-month waiting period).

Click Next > to choose employee selection criteria.

Employees to process



- Select the **I will select employees manually** option to access the list of employees to be processed, which enables manual selection of participants.

Click **Select eligible employees who meet the criteria below** to access the list of people meeting the stated criteria.

Using the pull-down menus, specify:

- Department and product (ENTITY1 and ENTITY2);
- Employment and personal status
- Job
- Job category
- Pay group of employees you wish to select

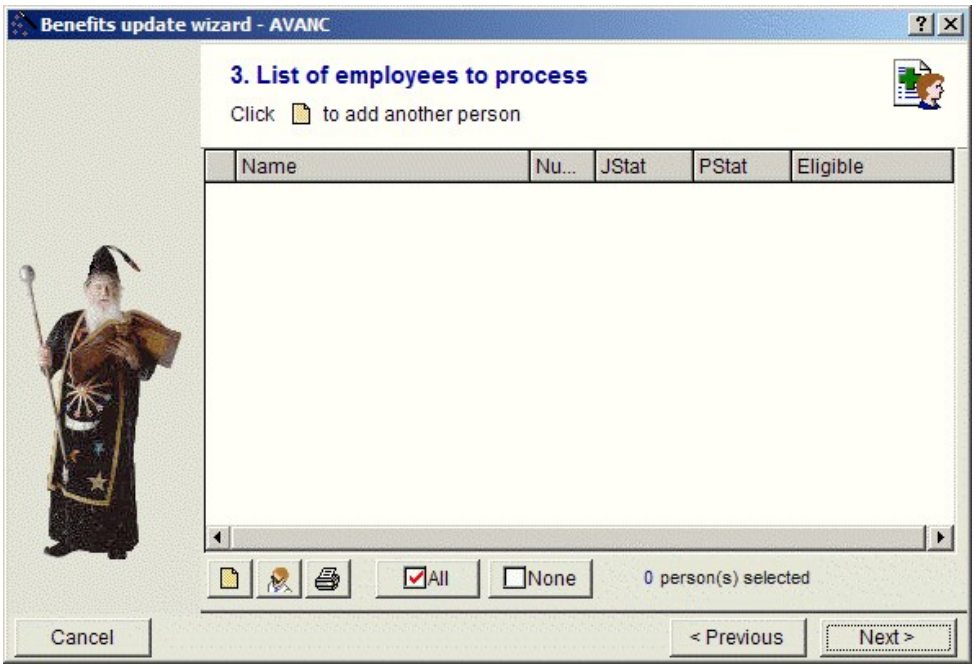
Check:

- Employee's permanent status: to limit the list to employees whose status is permanent
- Additional criteria: to add additional criteria using the expressions generator

Click:

- < Previous to go back to selecting the plan and the date
- Next > to access the list of employees to process according to the criteria defined.

List of employees to process



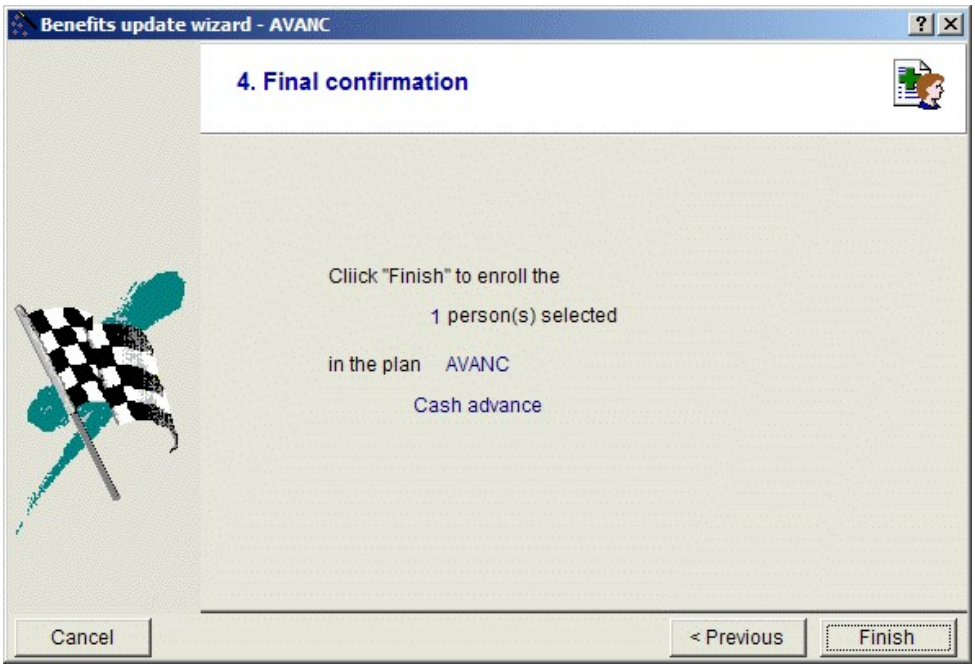
Select the option:

- to enroll an employee you have selected manually
- to access the personal file of the person selected
- to access the print control window of the list of selected employees
- All to specify that you agree to all listed employees being enrolled
- None to cancel the selection of employees listed and to manually select one or many more.

Click:

- < Previous to go back to the selection of employees to process.
- Next > to confirm enrollment.

Final confirmation



Click:

- < Previous to go back to the list of employees to process.
- Finish to execute processing.

Benefits - Update enrollments...

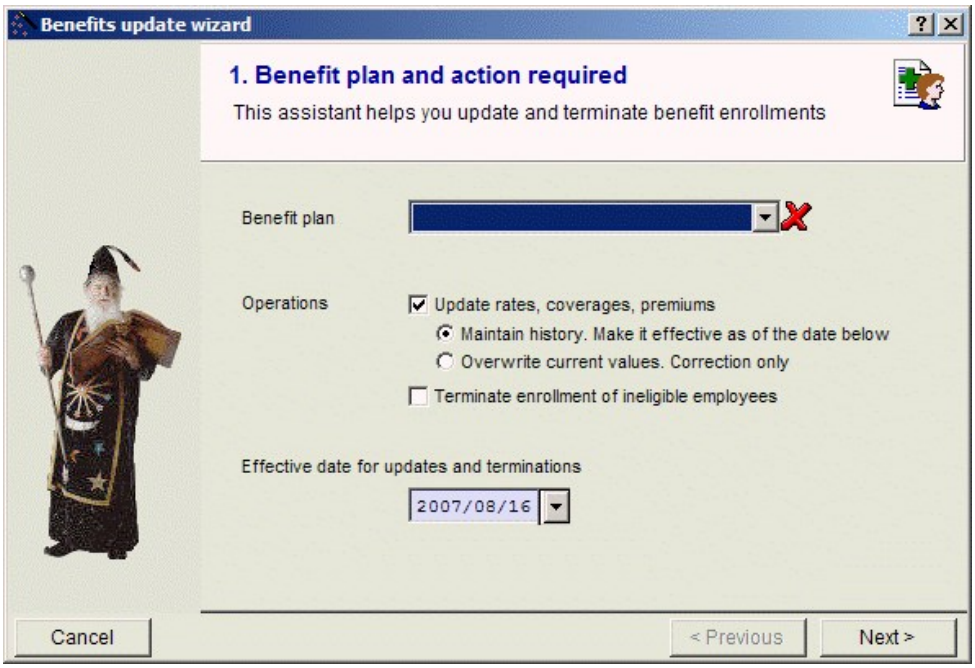
To access updating benefits:

- Main menu **Tools | Wizards | Benefits: Update enrollments...**
- Tools of the benefit plans input screen.

There are three steps involved in updating the benefits:

- Selecting the benefit plan and actions to be carried out.
- Identifying employees in accordance with specific criteria.
- Confirming the update.

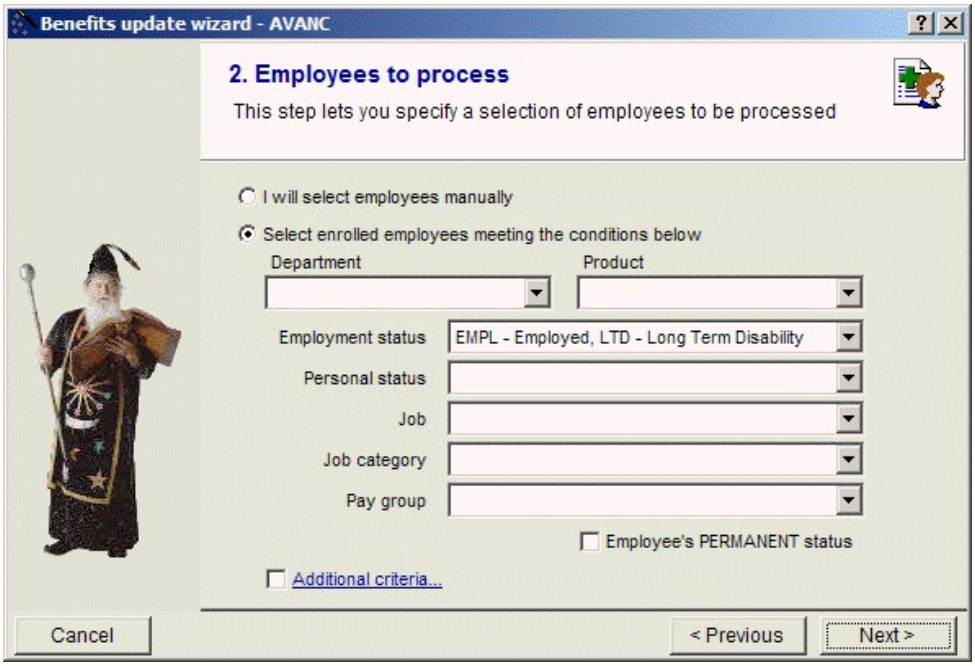
Plan and action


Benefits update wizard
1. Benefit plan and action required
This assistant helps you update and terminate benefit enrollments
Benefit plan
Operations
Update rates, coverages, premiums
Maintain history. Make it effective as of the date below
Overwrite current values. Correction only
Terminate enrollment of ineligible employees
Effective date for updates and terminations
2007/08/16
Cancel
< Previous
Next >

- Select the benefit plan.
- Specify the actions to be carried out, i.e. update coverage and premiums, with or without keeping a history, and/or terminate non-eligible employees.
- Select the effective date for terminations and/or updates.

Click Next > to choose employee selection criteria.

Employees to process



- Select the **I will select employees manually** option to access the list of employees to be processed, which enables manual selection of participants.

- Click **Select eligible employees who meet the criteria below** to access the list of people meeting the stated criteria.

  Using the pull-down menus, specify:

  - Department and product (ENTITY1 and ENTITY2);
  - Employment and personal status
  - Job
  - Category
  - Pay group of employees you wish to select

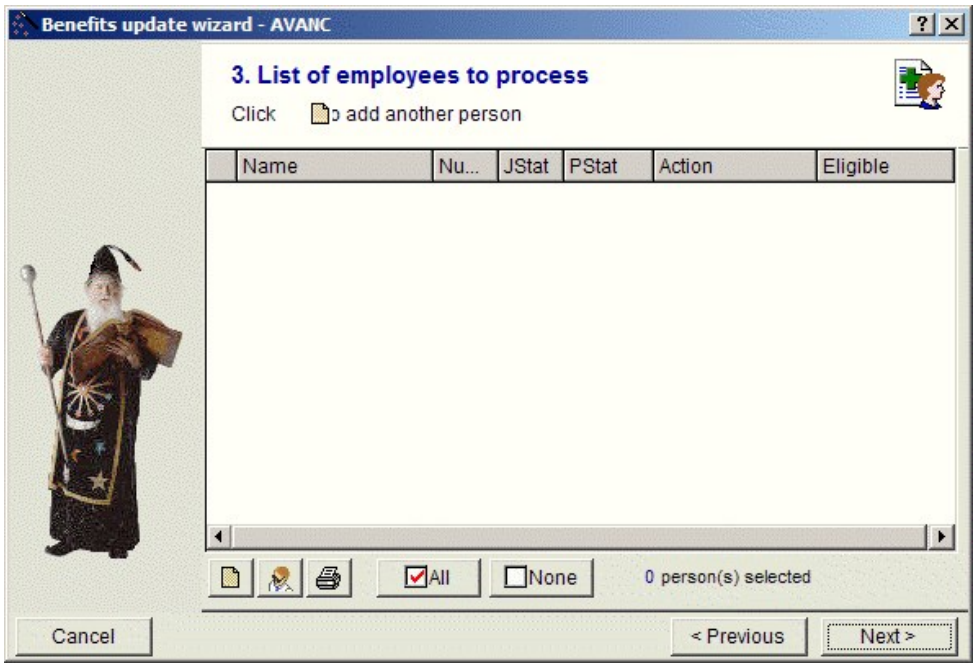
  Check:

  - Employee's permanent status: to limit the list to employees whose status is permanent
  - Additional criteria: to add additional criteria using the expressions generator

  Click:

  - < Previous to go back to selecting the plan and actions
  - Next > to access the list of employees to process according to the criteria defined.

List of employees to process



Select the option:

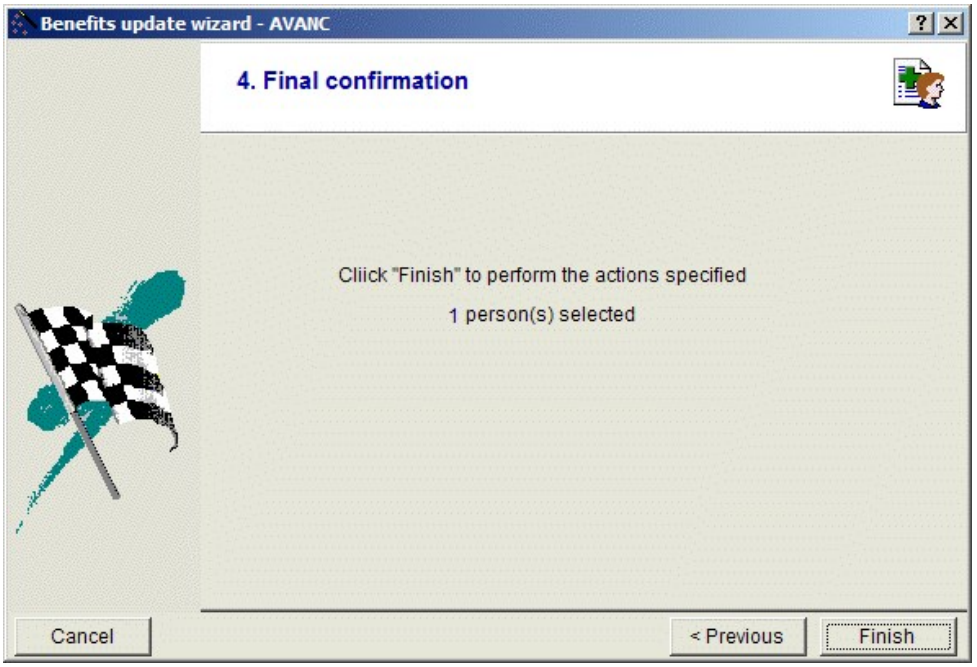
- to enroll an employee you have selected manually
- to access the personal file of the person selected
- to access the print control window of the list of selected employees

- ☑ All to specify that you agree to all listed employees being enrolled
- ☐ None to cancel the selection of employees listed and to manually select one or many more.

Click:

- < Previous to go back to the selection of employees to process.
- Next > to confirm enrollment.

Final confirmation



Click:

- < Previous to go back to the list of employees to be processed.
- Finish to execute processing.

Mass Change: Wizards

Overview

The ***Mass Change*** wizards perform operations for a group or set of employees.

It is important to note that mass changes are not validated. Therefore, the employee selection step is very important if you do

not want to put incoherent data into the system.

There are three "**Mass Change**" wizards, i.e.:

- Person: Mass Change
  A generic wizard for making changes to the files of several employees at once.
- Employment history: Mass change
  A generic wizard that adds a new movement on an effective date.
- Apply new rates (raises) to employees
  A specific wizard for general salary increases that adds a new movement on the effective date and modifies the salary indicated in the movements that have an effective date later than the effective date for the targeted salary increase.

Operation

Access Person: Mass change via:

- the main menu **Tools | Wizards | Person: Mass change...**

Access Employment history: Mass change via:

- the main menu **Tools | Wizards | Employment History: Mass Change...**

Access Apply New Rates (Raises) to Employees via:

- the main menu **Tools | Wizards | Apply New Rates (Raises) to Employees...**

Apply new rates (raises) to employees: Wizard

Access the **Apply New Rates** wizard via:

- the main menu **Tools | Wizards | Apply New Rates (Raises) to Employees...**

This wizard was designed especially for general salary increases. It adds a new movement on a specified effective date and modifies the salary entered in the movements with a date that is later than the effective date for the targeted salary increase.

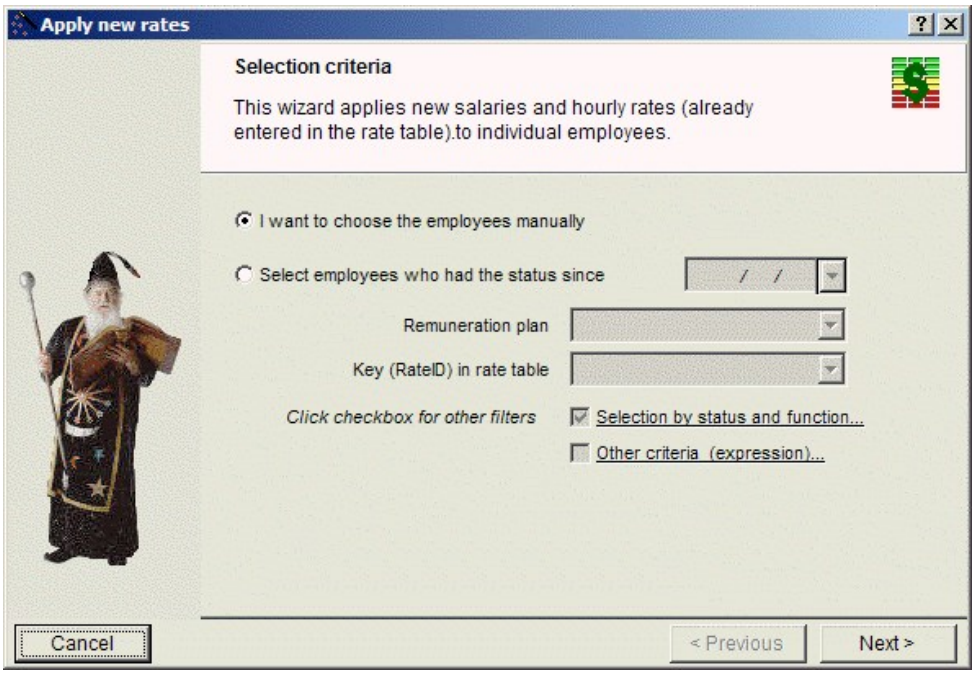
Five steps are involved in applying a mass change for a general salary increase:

- Updating Rates Tables.
- Identifying the employees based on certain specific criteria.
- Entering the increase percentage for employees at the individual rate.
- Defining the movement to create and the effective date for the salary increase.
- Applying or exporting the change for the employees selected.

Updating the rates table

To update the rates table, you can use the export/import tools available for the **Rates Table**.

Selection Criteria


Apply new rates
Selection criteria
This wizard applies new salaries and hourly rates (already entered in the rate table).to individual employees.
I want to choose the employees manually
Select employees who had the status since
/ /
Remuneration plan
Key (RateID) in rate table
Click checkbox for other filters
Selection by status and function...
Other criteria (expression)...
Cancel
< Previous
Next >

- Select the "**I want to choose the employees manually"** option to make a manual selection of participants in the List of Selected Employees window.

Using the drop-down menus, specify the following:

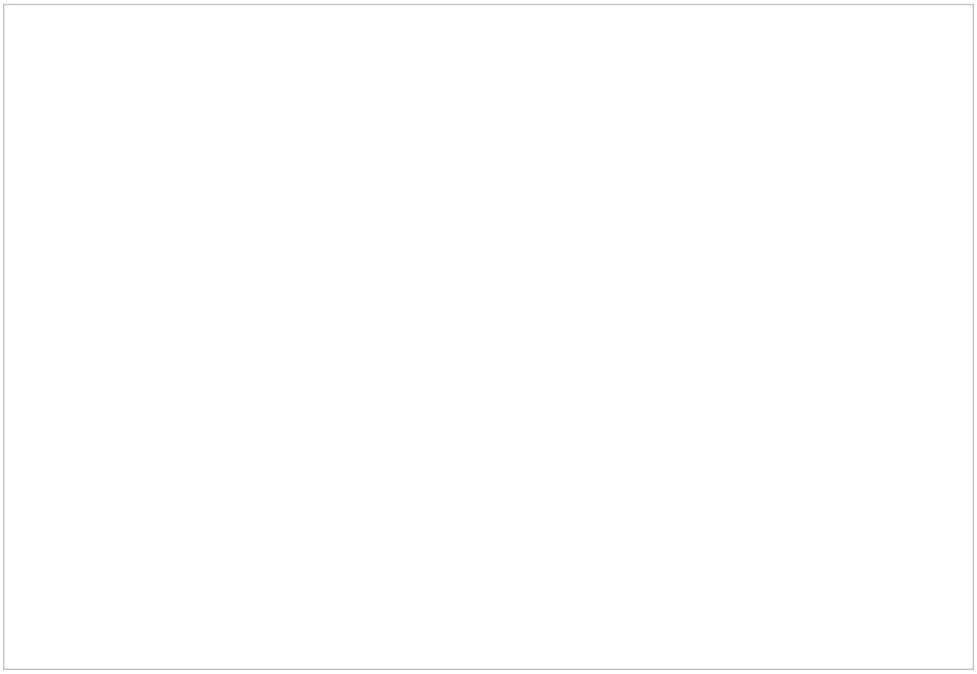
- the date since the employee had to have a movement with a specific employment status; this date is usually the same as the effective date of the salary increase.
- the remuneration plan
- the key in the rates table to be selected.

Check the boxes:

- Selection by status and function, to specify:
    - the responsibility centre (ENTITY1 and ENTITY2),
    - the employment status,
    - the personal status,
    - the job,
    - the category,
    - the pay group,
    - the employee union you want to select.
- Other criteria: to add additional criteria using the Expressions Generator.

Click Next > to access the list of people selected based on the criteria defined.

List of selected employees



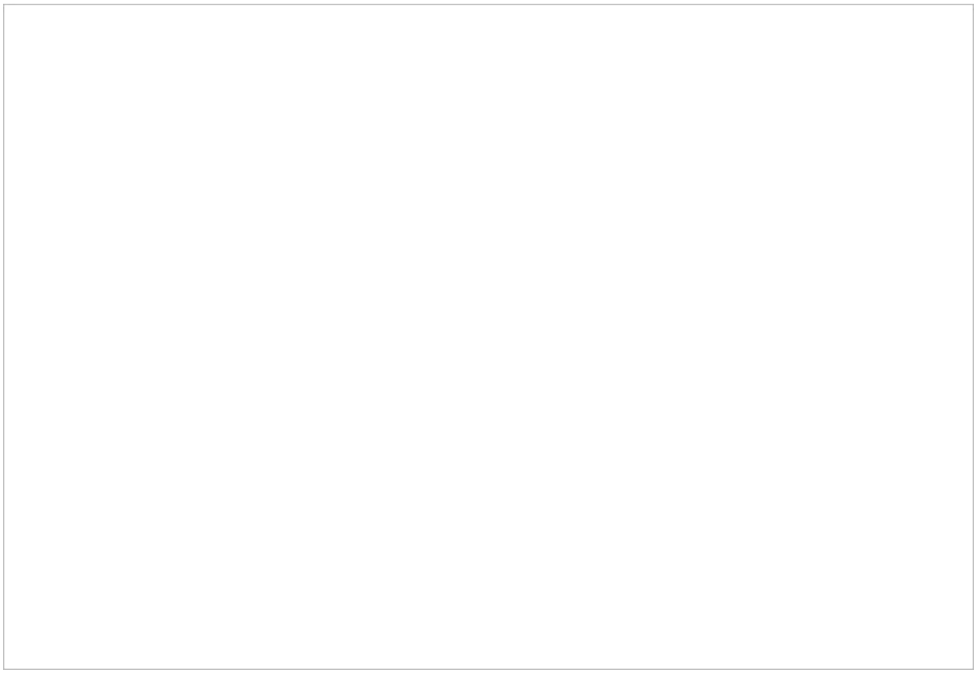
Select the option:

- to enroll an employee manually.
- to access the personal file of the person selected,
- to access the print control window of the list of selected employees,
- All to enroll all employees in the list.
- None to cancel the selection of the employees listed and to manually select one or more other employees.

Click

- < Previous to return to the Selection Criteria window ;
- Next > to go to the Calculate Individual Rates window.

Calculating individual rates



Apply this percentage raise to all persons.
A dropdown menu is used to enter the increase percentage to be applied to the salary of employees that do not have a fixed rate.

Round annual salary to a multiple of
The user can enter the level of rounding that the system must apply. For example, to obtain a salary to the nearest dollar, enter 1.

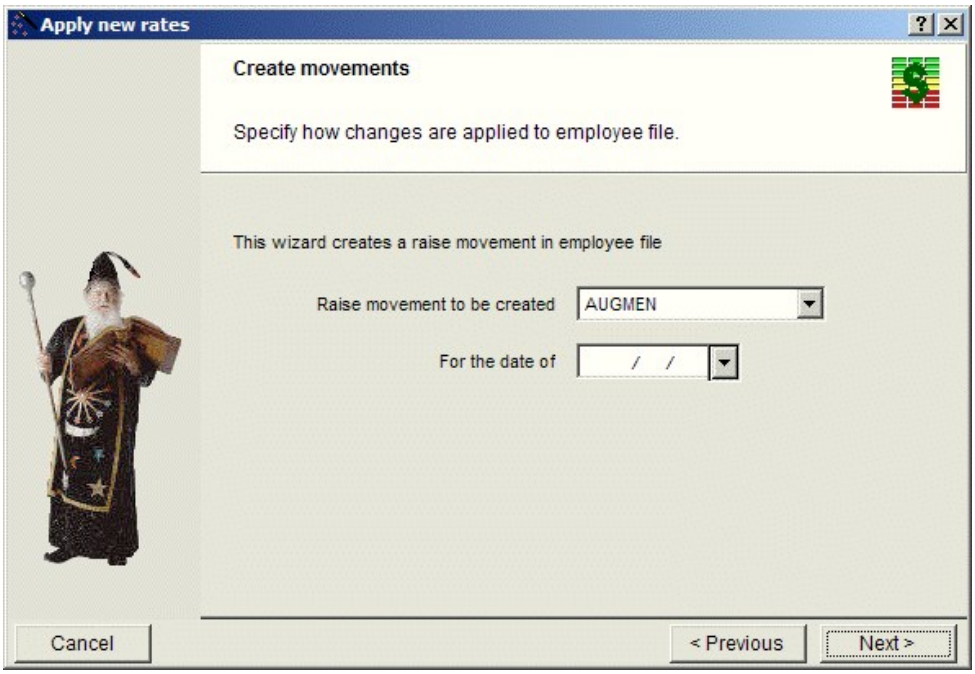
Apply minimums or Apply maximums

- If the new salary calculated is-below the values specified in the rates table, the system will apply the minimum entered in the table.
- If the new salary calculated is above the values specified in the rates table, the system will apply the maximum entered in the table.
- It is possible to enter a non-standard salary by checking none of the options.

Click < Previous to return to the list of employees selected.

Click Next > to go to the Create Movements window.

Create movements



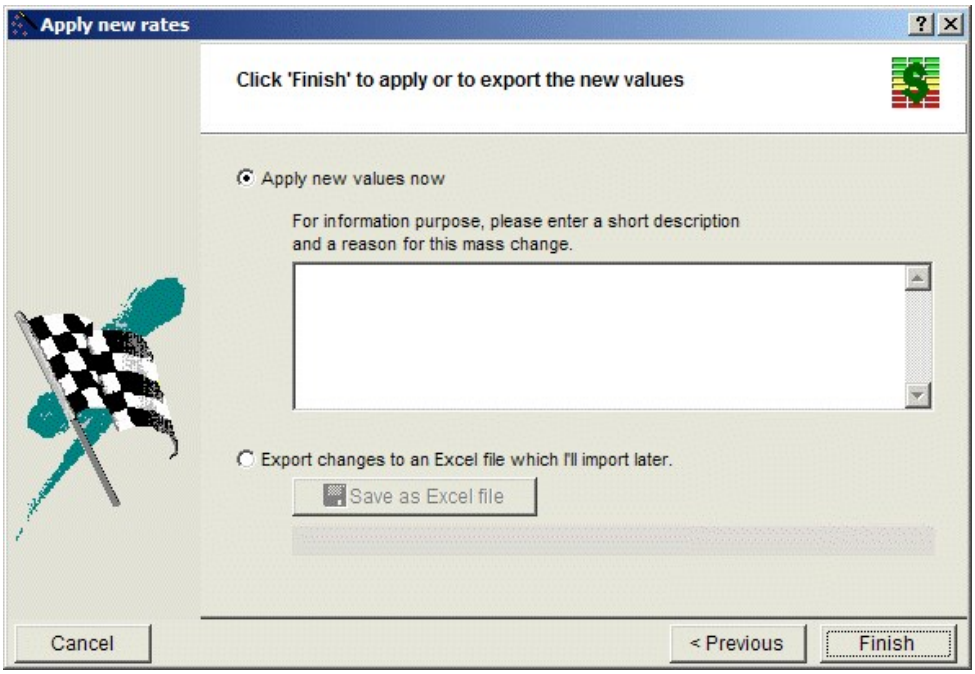
Salary increase movement to be created
Based on the configuration options, a movement code is automatically displayed. The user can also manually select the code using the dropdown menu.

For the date of
The user enters the effective date of the salary increase.

Click < Previous to return the Calculate Individual Rates window.

Click Next > to access the Apply or Export the New Values window.

Apply or export the new values


Apply new rates
Click 'Finish' to apply or to export the new values
Apply new values now
For information purpose, please enter a short description
and a reason for this mass change.
Export changes to an Excel file which I'll import later.
Save as Excel file
Cancel
< Previous
Finish

- Select the **Apply new values now** option, and click **Finish** to apply the mass change. A number will be generated and automatically displayed on screen. If this option is selected, a summary and a reason for the mass change must be entered.

  The history of the movement fields that were added and of the "Salary" field of the modified movements is identified by the mass change number (logging).
  The change number and description can be viewed in the Access Log.

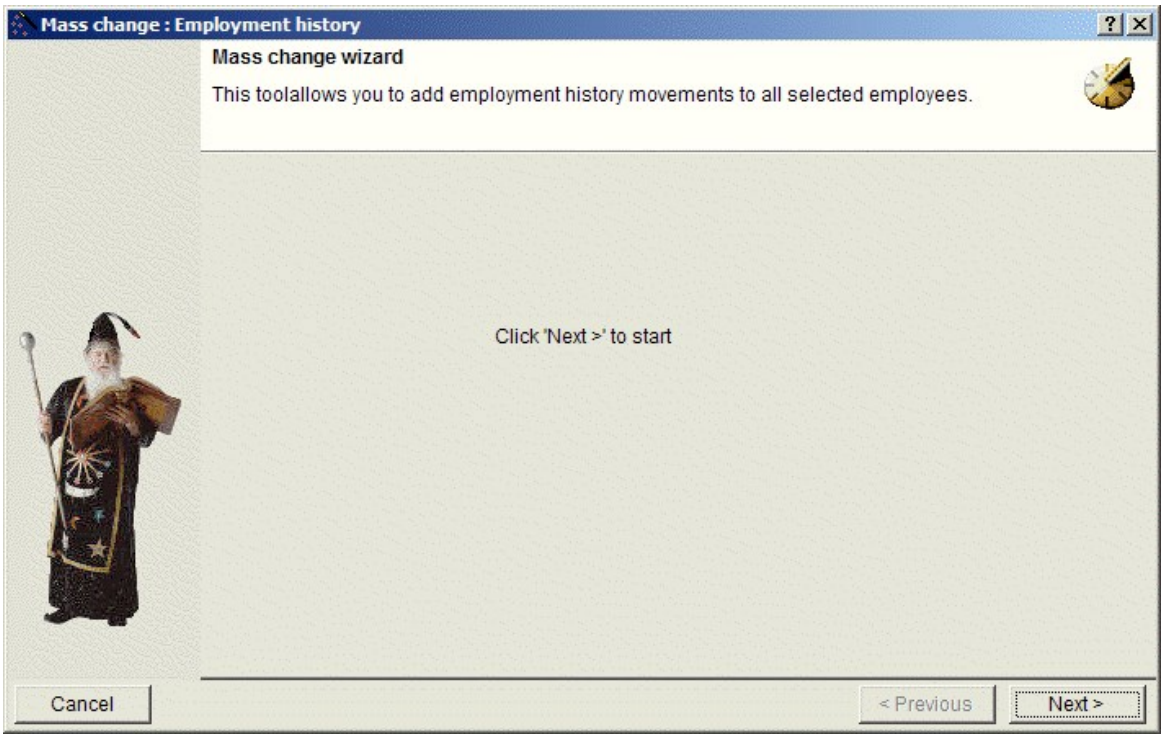
- Select the **Export changes to an Excel file which I'll import later** option to export the changes to an Excel file and make a prior validation.

  To decrease the number of records and facilitate the validation, if several modified movements have the same salary, only the first movement is exported.

Employment History: Mass Change Wizard

Access the **Mass Change Wizard: Employment history** via :

the main menu **Tools | Wizards | Employment History: Mass change...**

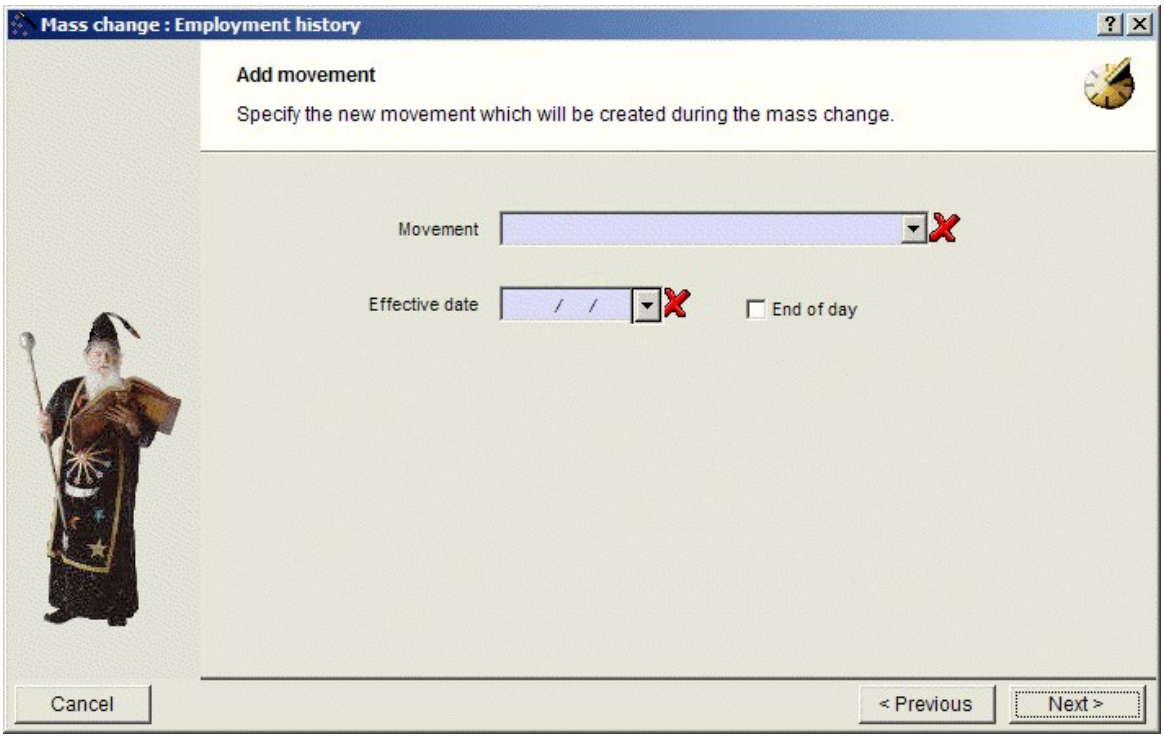

Mass change : Employment history
Mass change wizard
This toolallows you to add employment history movements to all selected employees.
Click 'Next >' to start
Cancel
< Previous
Next >

The application for a generic mass change for employment history involves three steps:

- Identifying the movement to be added.
- Identifying the employees based on certain specific criteria.
- Adding the movement, and, if necessary, applying certain changes for the selected employees.

Click Next > to access the Add Movement window.

Add Movement

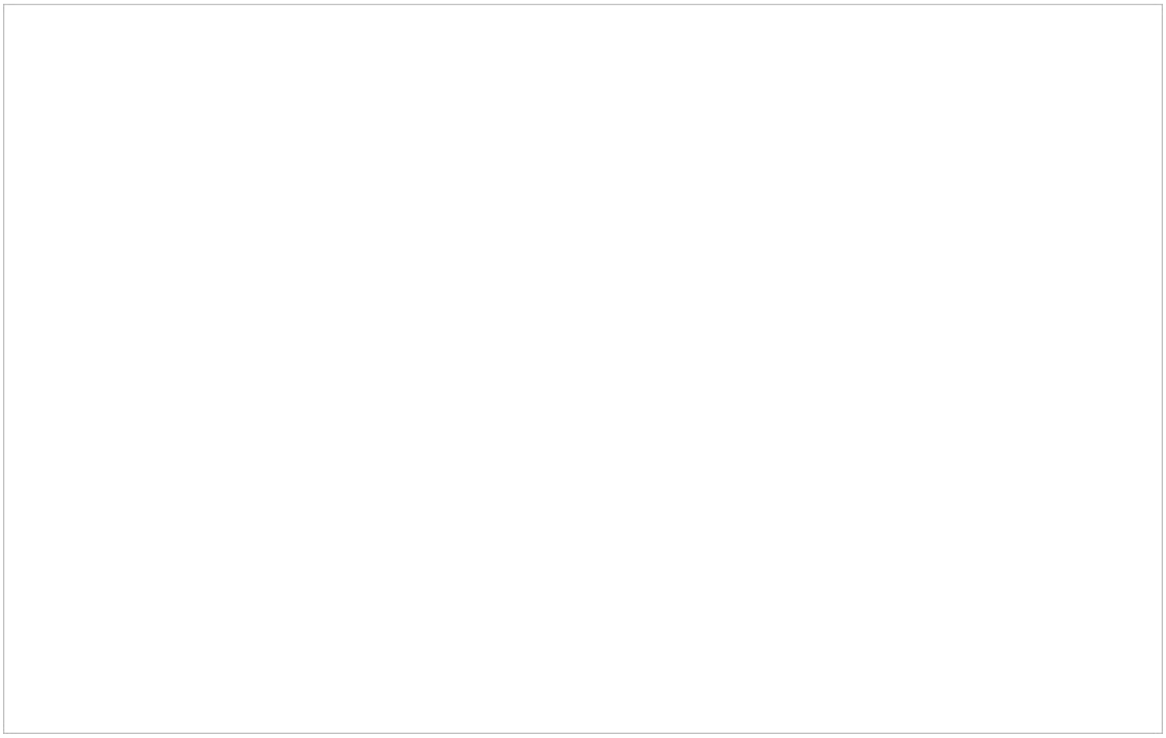


Movement
A drop-down menu lets you select the movement you want to add.

Effective date
The user must enter the effective date of the movement. This date can be either in the past or in the future.

End of day
The user must check this box to indicate that the movement is effective at the end of the day specified previously.

Selection criteria



- Select the **I will select employees manually** option to access the list of selected people, which will allow the manual selection of participants.
- Select the option titled **Select all employees meeting the conditions below** to access the list of people who meet the stated criteria.

Using the drop-down menus, you can specify the following:

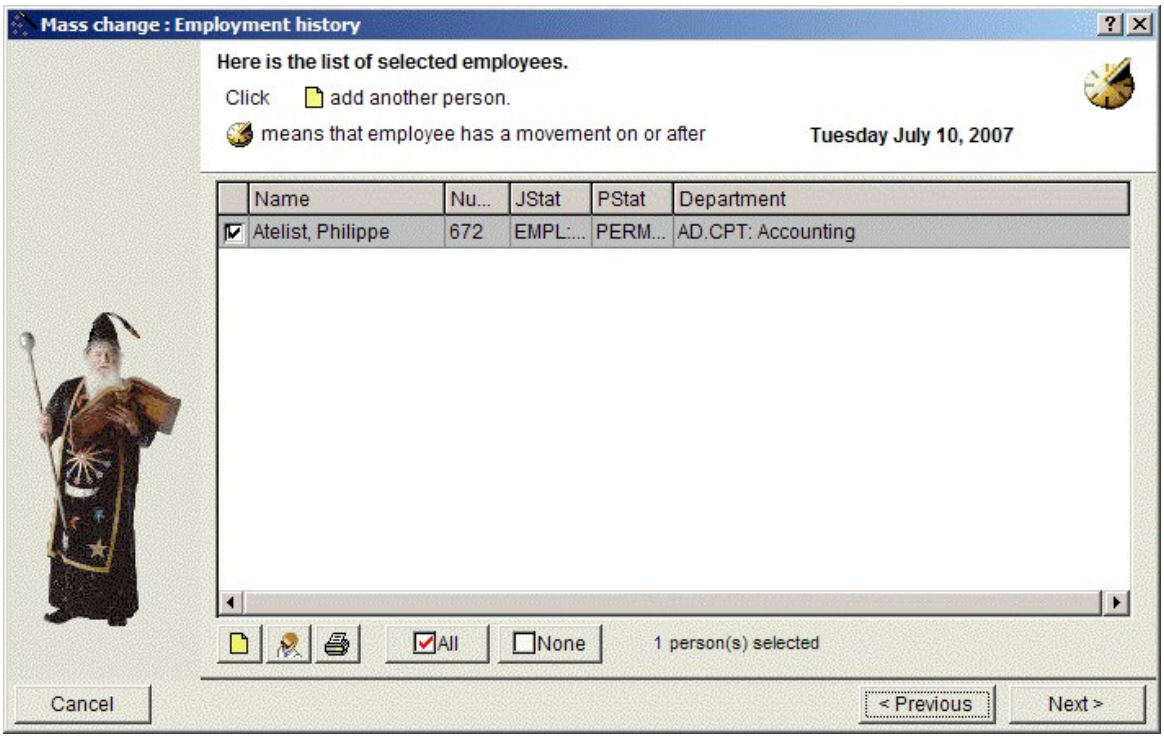
- Responsibility centre (ENTITY1 and ENTITY2)
- Employment status
- Personal status
- Job
- Category
- Pay group of employees you want to select

By checking off the following boxes:

- Permanent status: You limit the list to employees with permanent status.
- Additional criteria: You can program additional criteria using the Expressions Generator.

By clicking Next > the user accesses the list of people selected based on the criteria defined.

List of selected employees



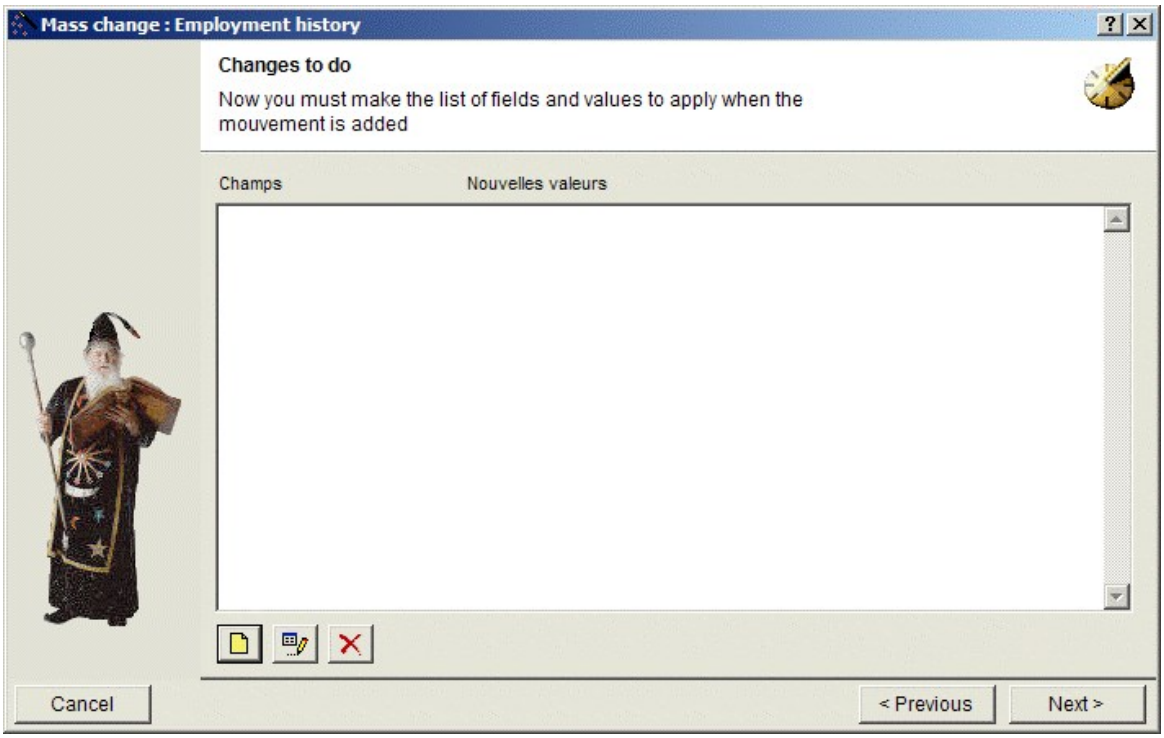
This option will enable you to

- enroll an employee you have manually selected,
- access the personal file of the person selected,
- access the print control window of the list of selected employees,
- All indicate that you accept that all the selected employees can be enrolled,
- None cancel the selection of listed employees, and manually select one or more others, as desired,

By clicking

- < Previous the user returns to the Selection Criteria window.
- Next > the user opens the window to define the Changes to Do.

Changes to do


Mass change : Employment history
Changes to do
Now you must make the list of fields and values to apply when the mouvement is added
Champs
Nouvelles valeurs
Cancel
< Previous
Next >

You can specify the changes to make to the movement that will be added.

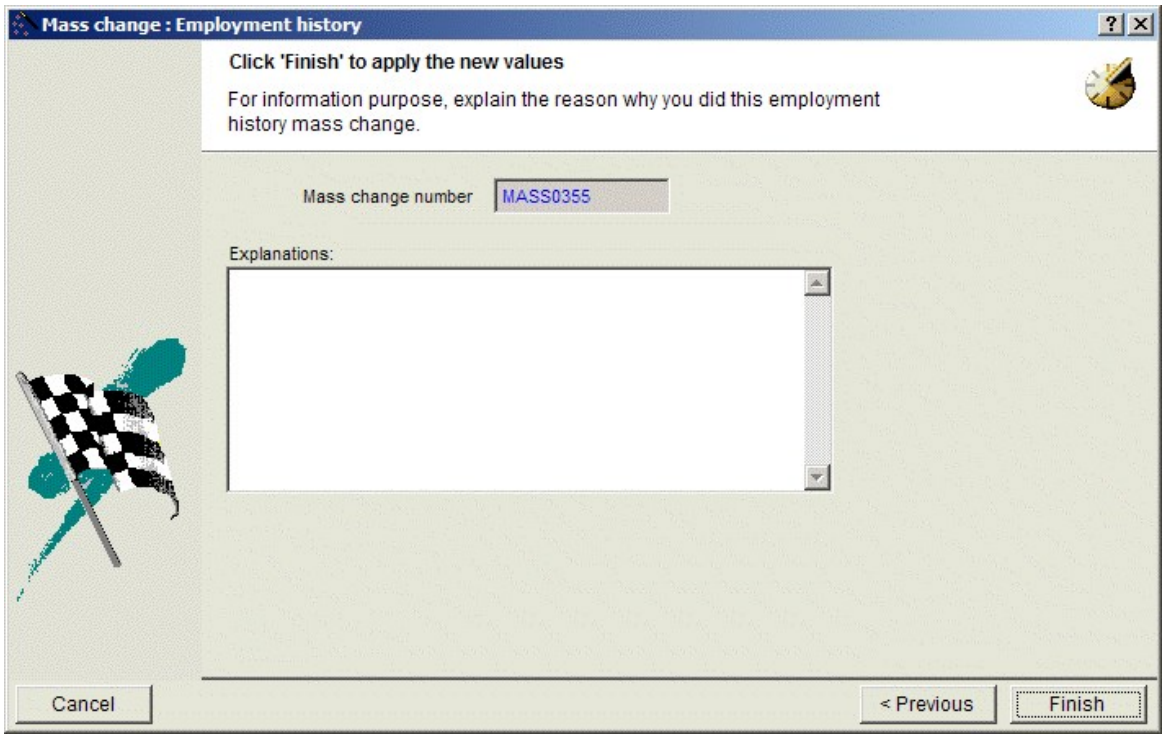
By selecting:

- , the following input screen opens:

  - **Select the field**: A dropdown menu lets you select the field to modify.
  - **Display all fields**: By selecting this box, the fields in the employee file and employment history become available in the dropdown menu so that you can choose the field to be modified.
  - **Value**: The user enters the value to be entered in the selected field.
  - **Expression**: The user can define the value to be entered in the selected field using the Expressions Generator.

- : you can change the documented change (also accessible by double-clicking the change to be modified)
- : you can delete the change selected that appears in this window.

Apply the new values



Mass change number
The mass change number is automatically generated.

The history of movement fields that were added is identified by a mass change number (logging).

Explanations
A summary description of and reason for the mass change must be entered.

The change number and description can be viewed in the Access Log.

Person: Mass Change: Wizard

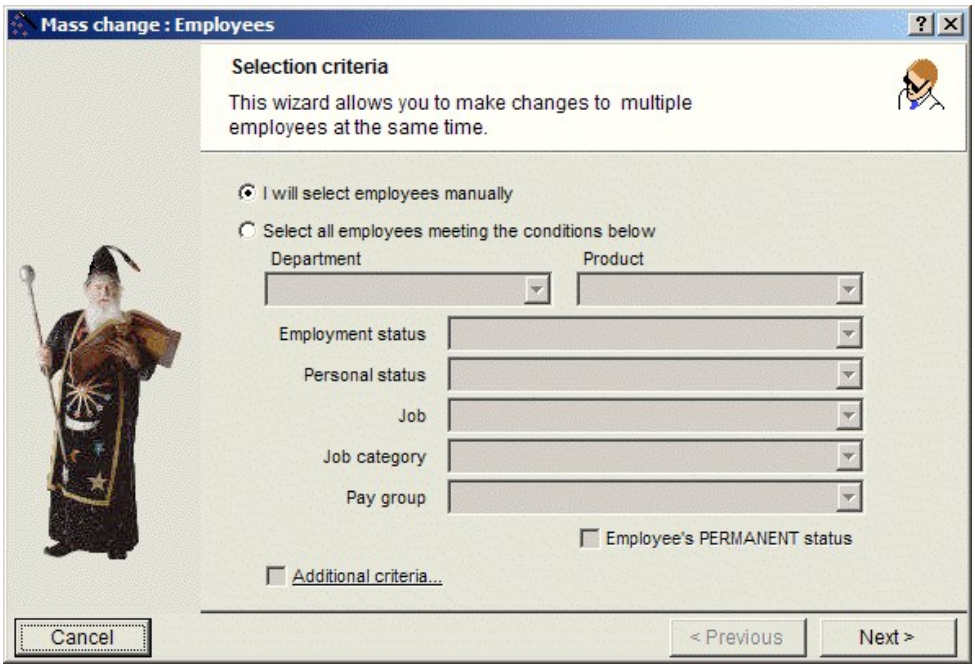
Access the **Mass Change Wizard: Employees** via:

the main menu **Tools | Wizards | Person: Mass Change...**

The application for a generic mass change for a group of people involves three steps:

- Identifying the employees based on certain specific criteria
- Indicating the change to make
- Entering a comment and applying new values

Selection Criteria



- Select the **I will select the employees manually** option to access the list of selected people, which will allow the manual selection of participants.
- Select the option titled **Select all employees meeting the conditions below** to access the list of people who meet the stated criteria.

Using the dropdown menus, specify one or more criteria to find employees to select:

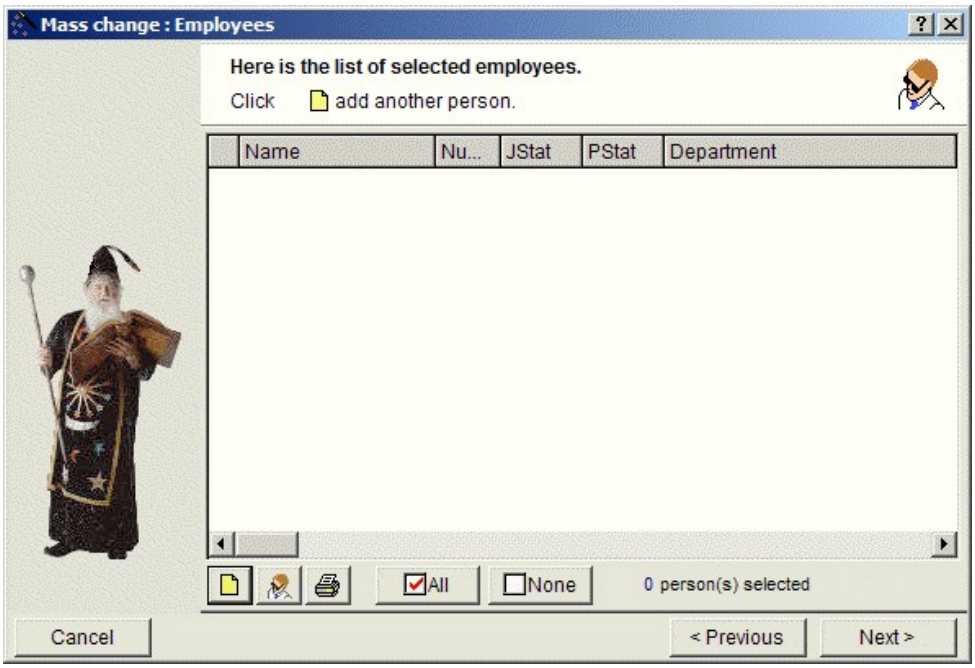
- Responsibility centre (ENTITY1 and ENTITY2)
- Employment status
- Personal status
- Job
- Category
- Pay group of employees you want to select

By checking off the following boxes:

- Permanent status: You limit the list to employees with permanent status,
- Additional criteria: You can program additional criteria using the Expressions Generator.

By clicking Next > the user accesses the list of people selected based on the criteria defined.

List of Selected Employees



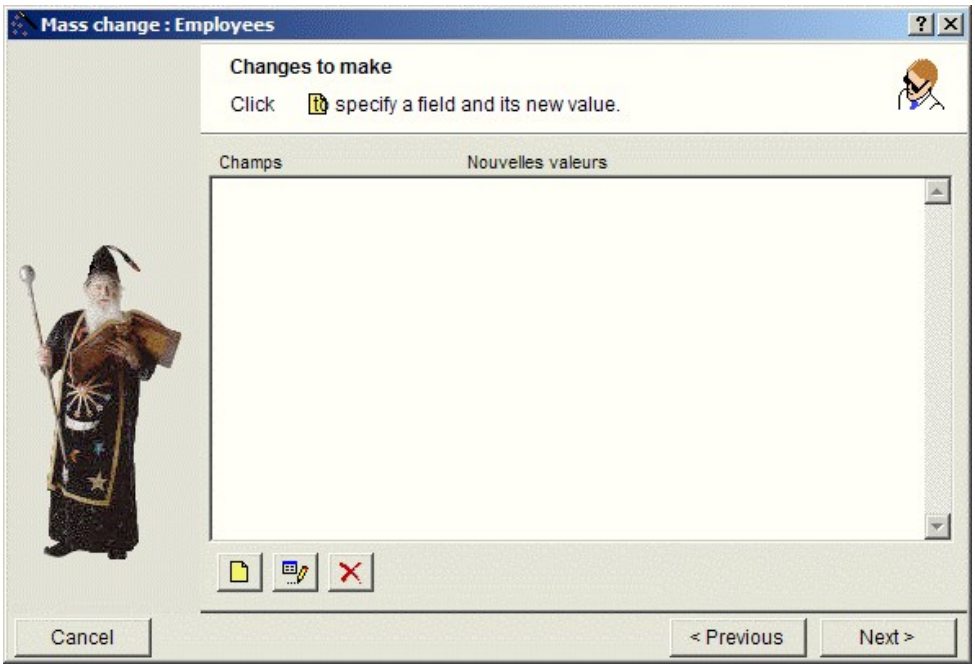
This option will enable you to

- enroll an employee you have manually selected,
- access the personal file of the person selected,
- access the print control window of the list of selected employees,
- All indicate that you accept that all the selected employees can be enrolled,
- None cancel the selection of listed employees, and manually select one or more others, as desired,

By clicking

- < Previous the user returns to the Selection Criteria window.
- Next > the user opens the window to define the Changes to Do.

Changes to make



You can enter one or more changes to make to the employee files.

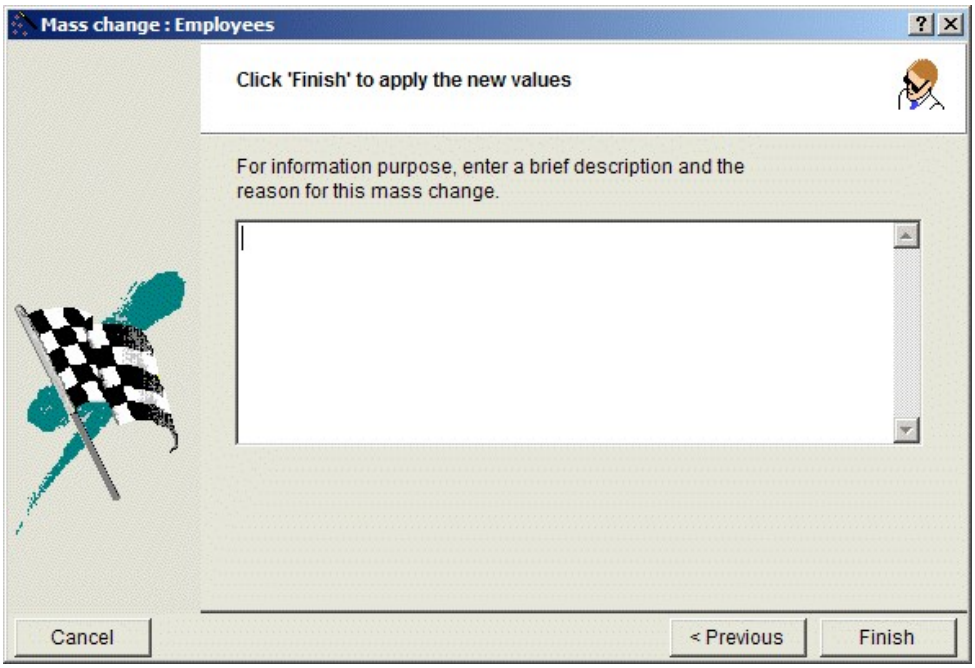
By selecting:

- the following input screen opens:

  - **Select the field**: A dropdown menu lets you select the field to modify.
  - **Display all fields**: this box is not available in this wizard.
  - **Value**: The user enters the value to enter in the selected field.
  - **Expression**: The user can define the value to enter in the selected field using the Expressions Generator.

- : you can change the documented change (also accessible by double-clicking the change to be modified)
- : you can delete the change selected that appears in this window.

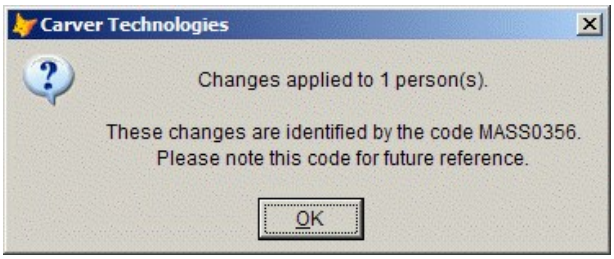
Apply the new values


Mass change : Employees
Click 'Finish' to apply the new values
For information purpose, enter a brief description and the reason for this mass change.
Cancel
< Previous
Finish

Explanations

A summary description of and reason for the mass change must be entered.

Once processing is completed, the following window will appear and indicate the ID code for the change.


Carver Technologies
Changes applied to 1 person(s).
These changes are identified by the code MASS0356.
Please note this code for future reference.
OK

The change number and description can be viewed in the Access Log.

Counters - Tools

Overview

A counter is a way of adding up gross pay transactions (TIMEDT) for a person.

There are two parts involved:

- The rules defining the transactions to be counted (a filter)
- The machinery (TCNTVAL function) to do the calculation

The counters allow you to get the total hours and dollars for the transaction types selected, according to certain rules or options.

Operation

- Defining the rules - specify the applicable codes
- Obtaining results in an expression, a report, or on screen

See also

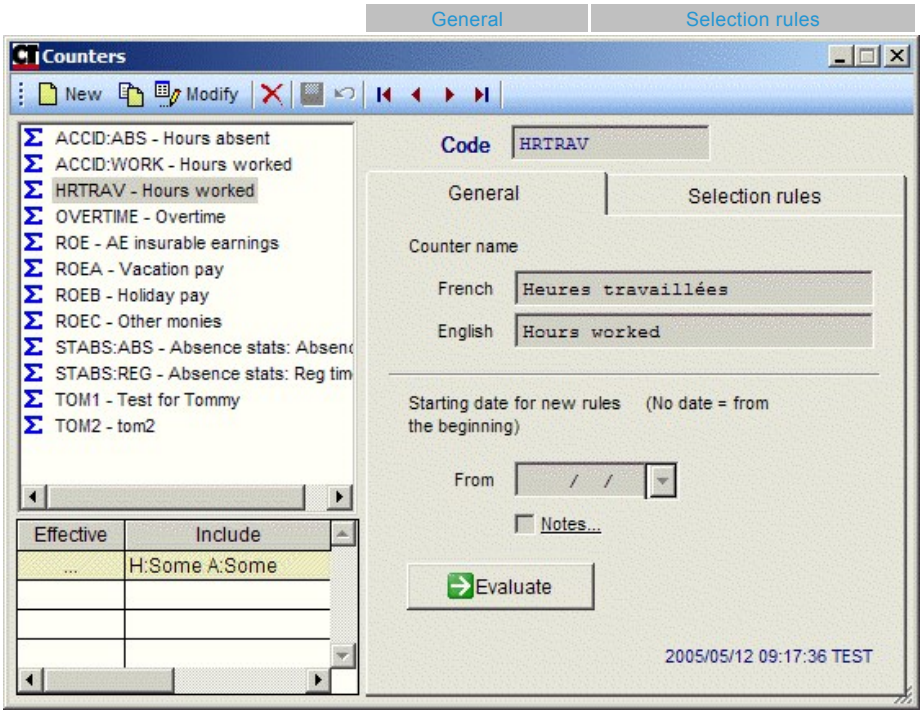
- *Benefits* module
- *Time banks* module
- Seniority calculation
- Exporting to the General Ledger
- Doing payroll
- Record of employment
- Reference tables

Counters: Rule definition window

Counter definition window

Access the Counter definition window by:

- **Data | Attendance, gross pay | Counters...** main menu
- **Administration | Counters shortcut bar**



The top left of the screen gives the list of existing counters.

The bottom left of the screen shows a summary of counter selection rules by specifying the effective date and transactions to be included. The "include" column comprises the following:

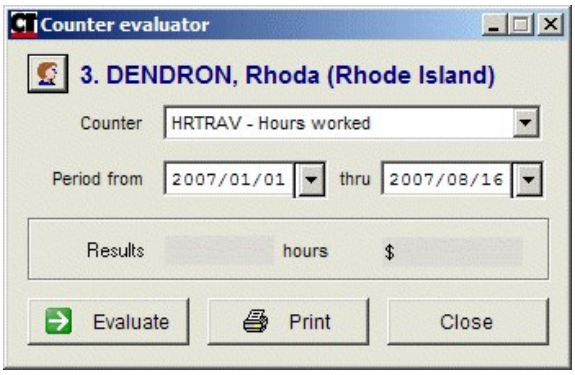
- H = Hours worked, A = Absences, P = Premiums, $ = Pure dollars
- :
- qqs = list of values, all = all except (list), expr = the selection is made as an expression.

Go back to start

General tab

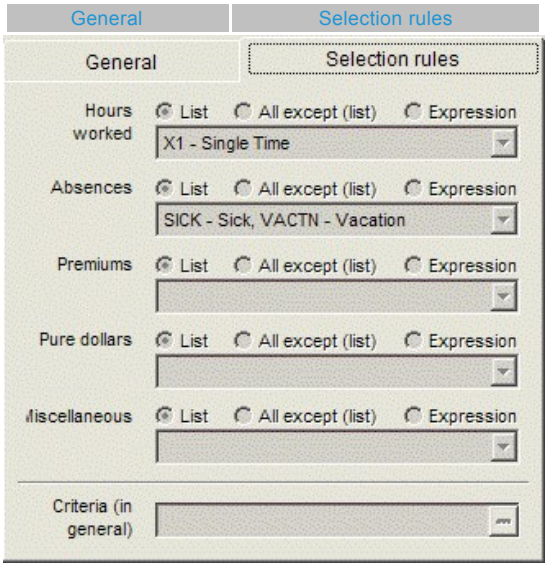
This tab displays/allows you to enter the French or English name (description) of the counter from which the rules will be applied. It also allows you to enter notes as free text.

The **Evaluate** button performs the calculation and displays the results for an employee, according to the selection rules entered on the second tab.



Go back to start

Selection rules tab



This tab enters the transactions to be included in the calculation as a list. An expression may also be used.

Go back to start

Counters: Calculation of totals

Home > Tools and Wizards > Counters - Tools > Counters: Calculation of totals

TCNTVAL() function

The **TCNTVAL** function is the internal mechanism to evaluate a counter-to get a number

- for a given person
- a period of time (date range)
- for a specific counter

Using TCNTVAL() in an expression

To view the total of a counter in an expression, use TCNTVAL()

Example

```
TCNTVAL("TOT", "REG1", 222,{^2007/01/01}, {^2007/12/31})
```

or, if the lnPERSID, ldFROM, ldTHRU variables are available

```
TCNTVAL("TOT", "REG1", lnPERSID, ldFROM, ldTHRU)
```

- Note that the calculation is dynamic and may take some time.

TCNTVAL arguments

1. Operation to be performed
   - "TOT" for total hours
   - "TOT$" for total amounts
2. Counter name. Defining a counter.

3. Employee PERSID
4. Start date of counted period
5. End date of counted period

Internal calls

In some processes, the counters are evaluated automatically. The same TCNTVAL( ) function is used, but internally.

Example

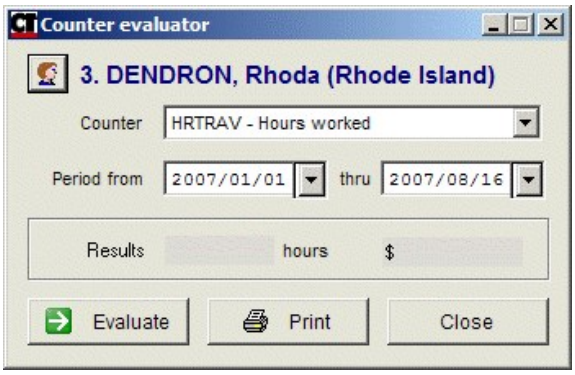
- In benefits
  It is used to calculate net pay or export data to external net pay.
- In time banks
  It is used to calculate vacation owed, especially for casual employees. If vacation rights are calculated during payroll, it is probably with a counter. You specify the counter in the attendance plan.
- In the export to General Ledger
  You could want to account for the cost of hours worked and absences according to various categories. Using the counters
- For the record of employment
  The ROE, ROEA and ROEB counters are used.

Viewing the results on screen

This window allows you to evaluate a counter for a given person and period.

To open this window...

- First open the counter definition window by the
  - **Data | Attendance, gross pay | Counters...** main menu
  - **Administration | Counters** shortcut bar
- Select your counter and click Evaluate.



Select the person, the counter and the period; then click Evaluate to display the results on screen.

Courses and Groups: Wizards

Overview

There are two wizards for employee training and skills:

- Enroll interested persons
  This wizard looks for people who require at least one of the targeted skills covered by the course. It enrolls this person in the course, and the user can then assign the person to a specific group.
- Enroll employees
  This tool enrolls a participant in a course. You can then assign him or her to a specific group.

Operation

Access Enroll Interested Persons wizard via:

- the main menu **Tools | Wizards | Courses: Enroll Interested Persons...**
- the tools of the Course and Group input window.

Access the Enroll Selected Employees wizard via:

- the main menu **Tools | Wizards | Courses: Enroll Selected Employees...**
- the tools of the Course and Group input window.

Courses: Enroll Interested Persons...

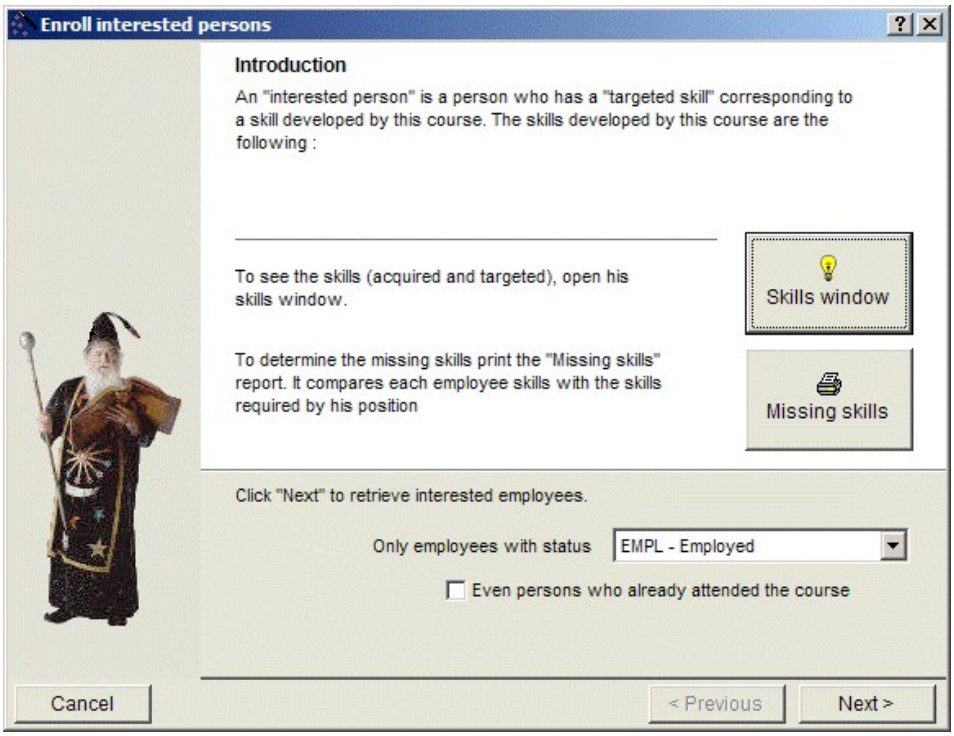
Access the Enroll interested persons Wizard via:

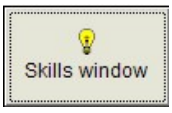
- the main menu **Tools | Wizards | Courses: Enroll interested persons...**
- the tools of the Course and Group input window.

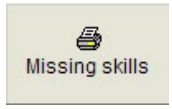
There are two steps to enrolling selected people in a course:

- Identifying the employees based on certain specific criteria.
- Confirm enrollment.

Introduction


Enroll interested persons
Introduction
An "interested person" is a person who has a "targeted skill" corresponding to a skill developed by this course. The skills developed by this course are the following :
To see the skills (acquired and targeted), open his skills window.
Skills window
To determine the missing skills print the "Missing skills" report. It compares each employee skills with the skills required by his position
Missing skills
Click "Next" to retrieve interested employees.
Only employees with status
EMPL - Employed
Even persons who already attended the course
Cancel
< Previous
Next >

- Click 

to open the dialogue box to select the person whose acquired skills you want to view.
- Click 

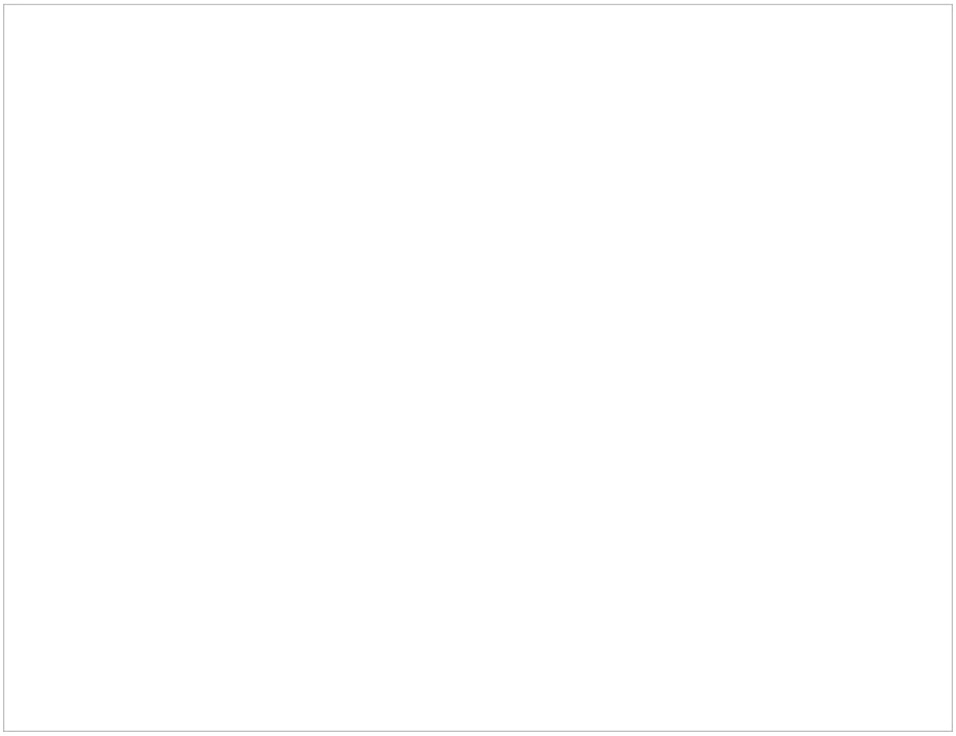
to access the Missing Skills report and compare the employee's acquired skills against the skills required for his or her job.

  Note that this report also offers the option of updating employees' targeted skills.

- Select **Only employees with status** EMPL - Employed using the dropdown menu for the type *Select one or more*.
- Expand your selection by checking the **Even persons who already attended the course** box.
- Click

to access the list of employees selected.

List of Selected Employees



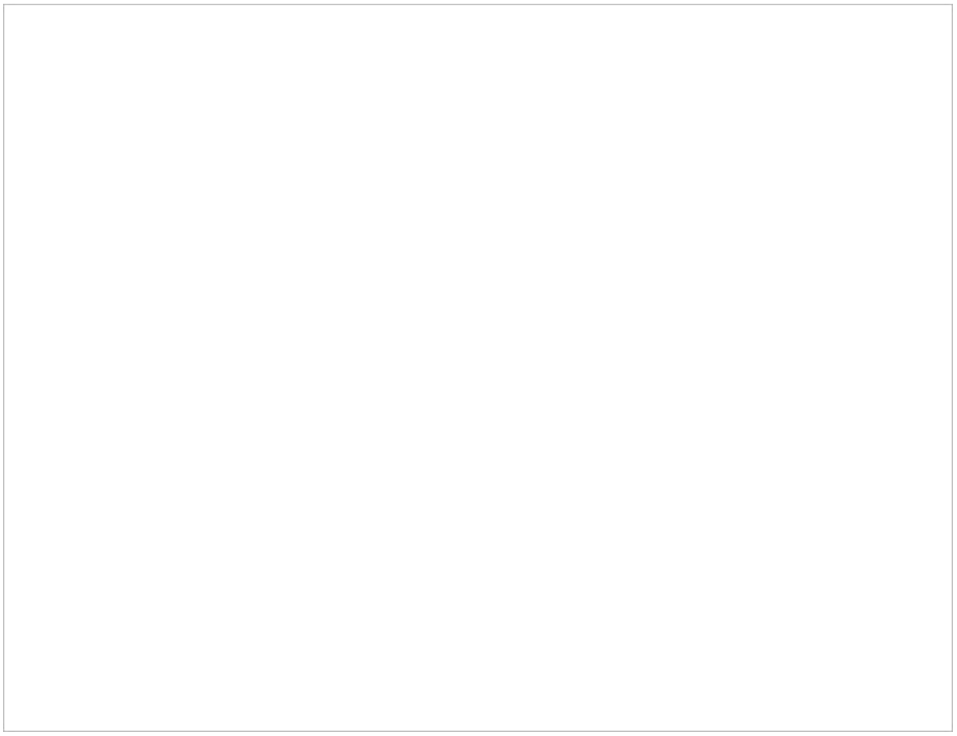
Select the option:

- ☐ to enroll an employee that you have selected manually,
- to access the personal file of the person selected,
- ☐ to access the print control window of the list of selected employees,
- ☑ All to indicate that you accept that all employees displayed be enrolled,
- ☐ None to cancel the selection of the employees listed and to manually select one or more other employees.

Click

- < Previous to return to the Introduction window,
- Next > to access the Final Confirmation window.

Final confirmation



As an option, specify the dates and times on which employees will take part in the course, as well as enter a comment.

Courses: Enroll Selected Employees...

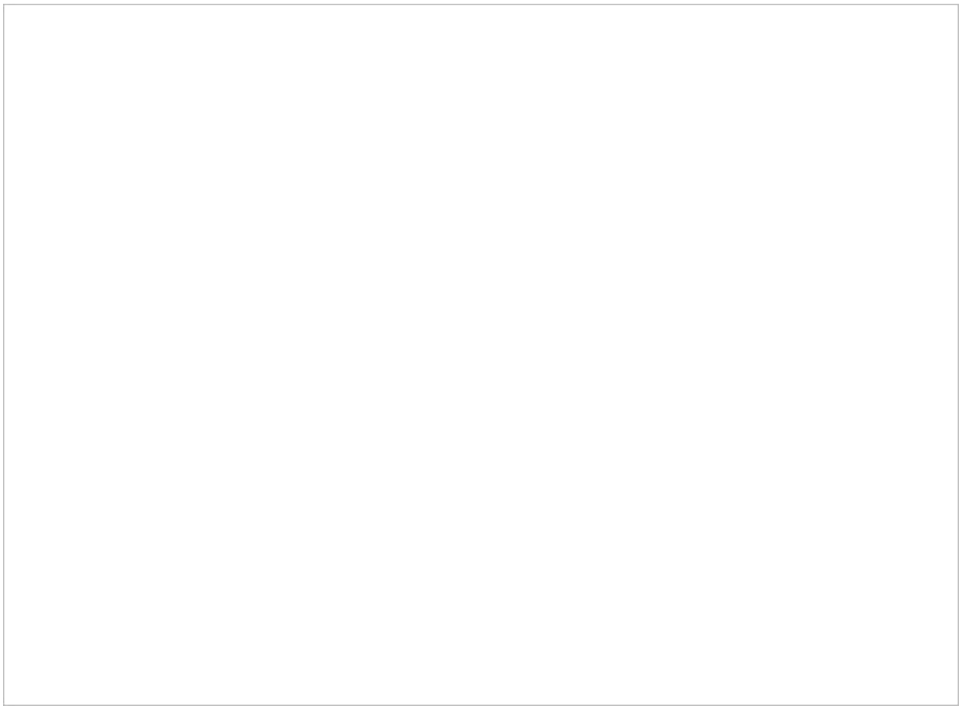
Access the Enroll selected employees wizard via:

- the main menu **Tools | Wizards | Courses: Enroll selected employees...**
- the tools of the Course and Group input window.

There are two steps to enrolling selected people in a course:

- Identifying the employees based on certain specific criteria.
- Confirm enrollment.

Selection criteria



- Select the **I will select the employees manually** option to access the list of selected people, which will allow the manual selection of participants.
- Select the option titled **Select all employees meeting the conditions below** to access the list of people who meet the stated criteria.

  Using the drop-down menus, you can specify the following:

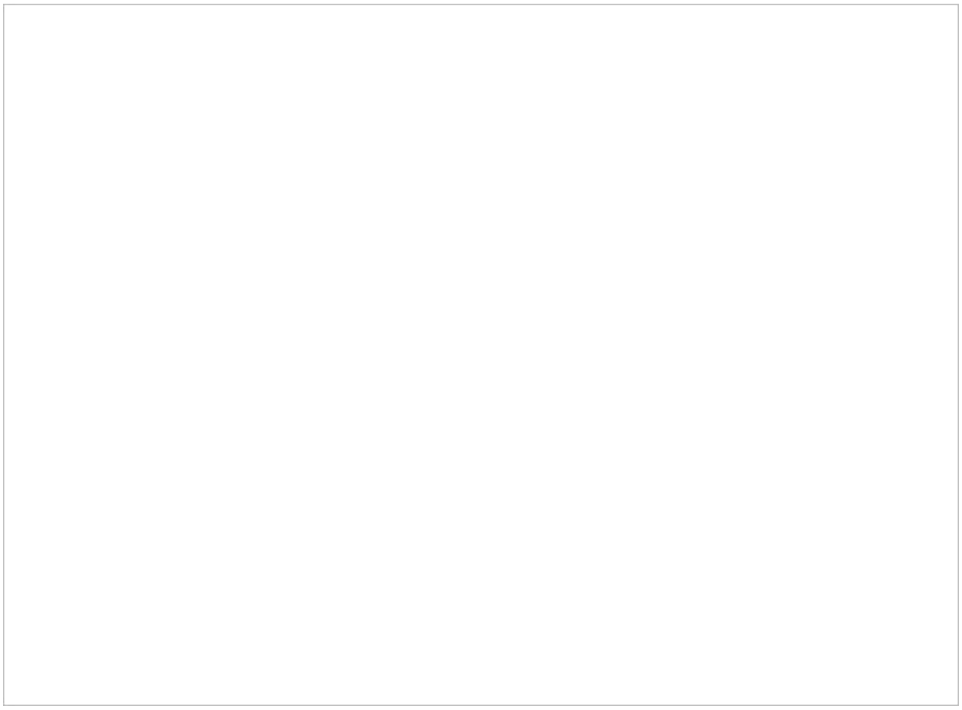
  - Responsibility centre (ENTITY1 and ENTITY2)
  - Employment status and personal status
  - Job
  - Category
  - Pay group of the employees that you want to select.

  Check:

  - Employee's permanent status: to limit the list to employees whose status is permanent.
  - Only if hired: to limit the list to employees hired before or after the date specified based on the box checked.
  - Additional criteria: You can program additional criteria using the Expressions Generator.
  - Even persons who already attended the course: to include this category of people in the selection.

- Click Next > to access the list of people selected based on the criteria defined.

List of Selected Employees



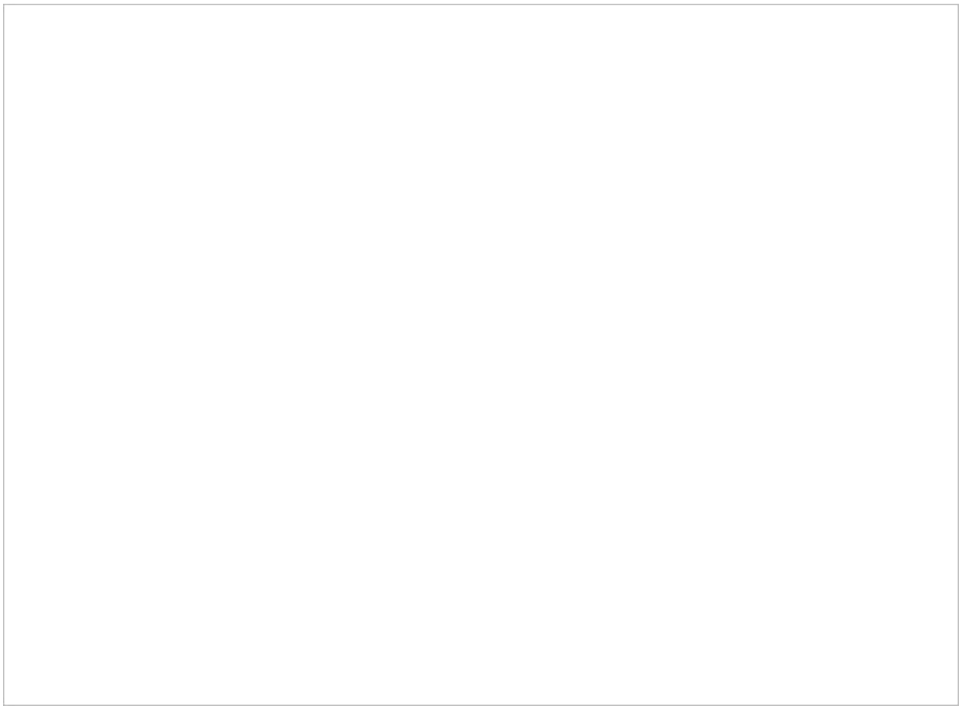
Select the option:

- ☐ to enroll an employee that you have selected manually,
- to access the personal file of the person selected,
- ☐ to access the print control window of the list of selected employees,
- ☑ All to enroll all employees displayed,
- ☐ None to cancel the selection of the employees listed and to manually select one or more other employees.

Click

- <previous<> to return to the Selection Criteria window, </previous<>
- Next > to access the Final Confirmation window.

Final confirmation



As an option, specify the dates and times on which employees will take part in the course, as well as enter a comment.

Dated Expressions - Tools

Home > Tools and Wizards > Dated Expressions - Tools

Overview

Dated expressions complete the calculation process for the **Umana HR** system and allow execution of complex operations involving one or more parameters. They are specific to each company and are generally created at implementation time based on requirements. They can be used in all system modules or areas where there is an expression.

They could be used in the following examples:

- In benefits plans to calculate the employee and employer shares for group insurance based on salary and age
- In time bank plans to grant vacation time based on seniority
- In alarms, to send a specific message to employees who meet certain criteria
- etc.

There are two guidelines for dated expressions:

- They define rules that vary over time, for example, an insurance rate that is adjusted annually.
- They are used to separate parameters, thus enabling a user to adjust parameters the following year without affecting the more complicated procedure (or expression).

Data

Data from the RATE file; the type will appear as "EXPR."

Operation

To access the Dated Expressions input screen :

from the main menu **Tools | Dated Expressions...**

from the main menu **Data | Remuneration | Expressions...**

Administration navigation pane

See also
Expressions Generator

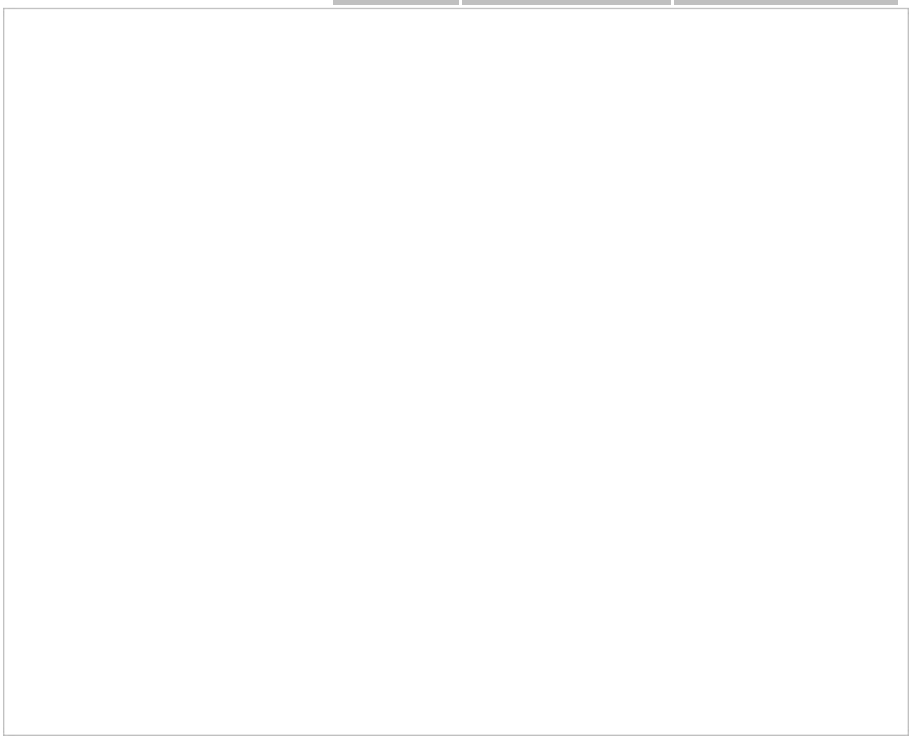
Dated Expressions: input screen

To access the ***Dated Expressions*** input screen, select

Administration | Expressions navigation pane

Click Edit to modify the procedure (free text note) or expression using the *"return type"* field in the Generation of an Expression window .

Definition | Parameters 1-10 | Parameters 11-20



Label	Internal name	Notes
ID (Key)	RA_RATEID -	Expression code
Effective date	RA_EFFDT -	Effective date of the expression

The lower section contains the history of the expression and also displays the effective date of the different parameters entered.

Return to the *Dated expressions* window.

Definition | Parameters 1-10 | Parameters 11-20

Label	Internal name	Notes
Name (French)	RA_NAMF	
Name (English)	RA_NAME	
Return type	RA_VARTYPE	
Expression...	RA_EXPR	Specifies an expression created from the Expressions Generator
Procedure...	RA_EXPR	Indicates a procedure created from a free text note
Notes...	RA_NOTES	Free text notes

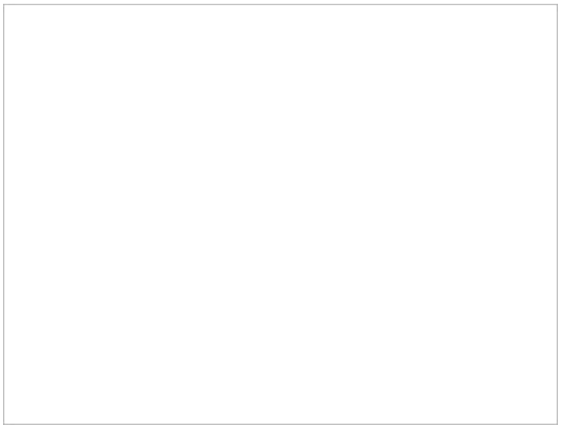
Expression and procedure: An expression is a string of characters that returns a value of the date, numeric or other type. The problem is that there is a space constraint, which is why certain procedures are used that can address certain concepts of which the expression in question is incapable.

The expression is far less powerful and less complicated. However, it is probably easier to build (with the Wizard) and quicker to run.

Click Edit to display the free text note window (procedure) or the "return type" field in the Generation of an Expression window to create or edit the selected expression.

Return to the *Date Expressions* window.

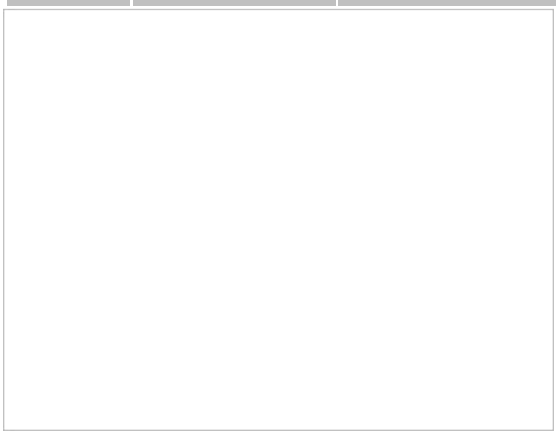
Definition | Parameters 1-10 | Parameters 11-20



It is possible, but not mandatory, to enter up to 20 parameters. For each parameter, enter the description on the left side and the content on the right.

Return to the *Date Expressions* window.

Definition | Parameters 1-10 | Parameters 11-20



It is possible, but not mandatory, to enter up to 20 parameters. For each parameter, enter the description on the left side and the content on the right.

Return to the *Date Expressions* window.

See also
Expressions Generator
Dated Expressions - Tools

Options: module

Home > Tools and Wizards > Options: module

Overview

The *Options* module defines the application's configuration options. These options apply to all **Umana** system users. User-configuration preferences are in the preferences window.

Data

The application's configuration options are saved in the NCONFIG file.

Operation

Input screen

To access the *Options* input screen:

- **Tools | Options...** main menu
- **Administration** navigation pane

Configuration options are organized by category, in the same way as the modules.

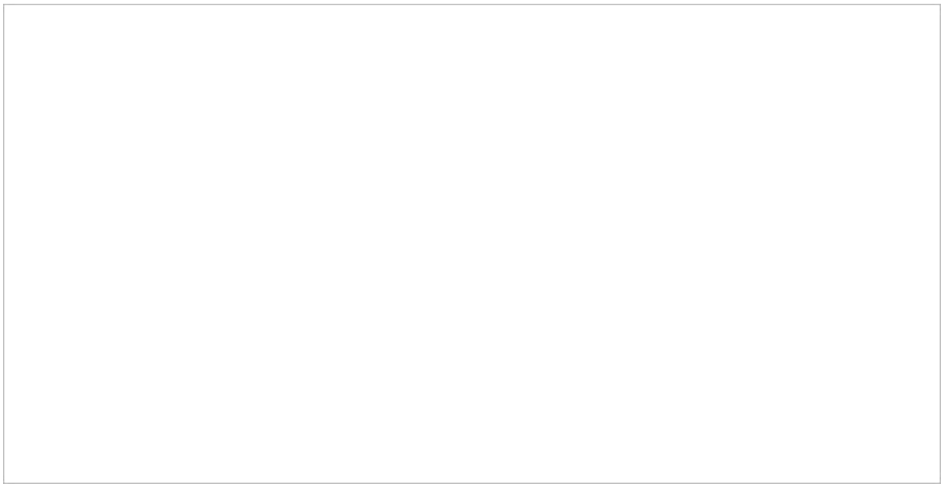
When you change options, the new values take effect on your workstation immediately. For other users, however, some options will only take effect when the user reboots **Umana**.

Expressions generator - Tools

On this page

- Welcome screen
- Edit dialog box
- Record selection dialog box
- Fields dialog box
- Adjustments dialog box
- Variables and constants dialog box
- Generating an expression dialog box
- Expressions library dialog box

Welcome screen



The expressions entered here are in the **FoxPro** language. Available functions include **FoxPro** standard functions, in addition to those developed by **Umana**. You can also create your own functions if you have **FoxPro**. Using the expressions generator, you have unlimited power to create expressions.

New expression
Enter an expression in this text box.

Edit
Click this button to display the Edit dialog box.

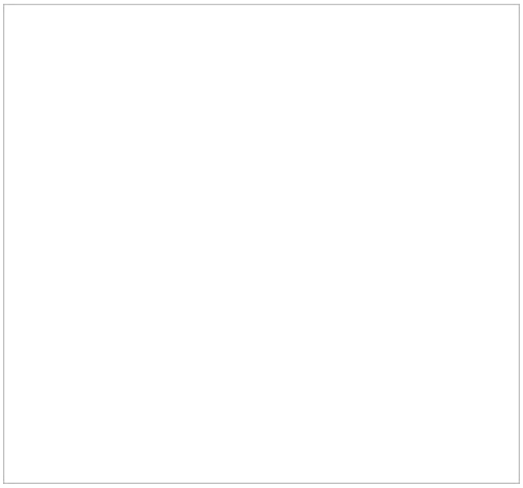
Validate
Click this button to validate the expression entered.

Copy
Click this button to copy the original expression in the **New Expression** text box.

Components
Check this box to display the Generating an expression dialog box.

Library
Click this button to display the Expressions library dialog box.

Edit dialog box



This dialog box is displayed when you click the **Edit** button of the Welcome screen. This dialog box may come up each time you need to enter an expression.

It is usually used to assemble in an expression one or more fields coming from one or more files.

File
Select the file you want. Press for the list of available files.

> If you select a file that may contain a related record (linked to the employee or the main record), the Record selection dialog box will be displayed.

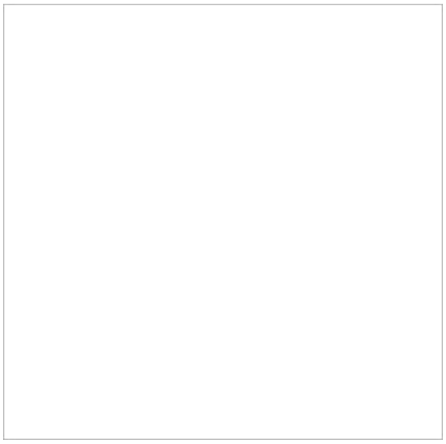
Expression
If the expression is simple, enter it in this box.

Fields
Click this button to display the Fields dialog box.

Variables
Click this button to display the Variables and constants dialog box.

Validate
After creating an expression, click this button to check if the expression is valid.

Record selection dialog box

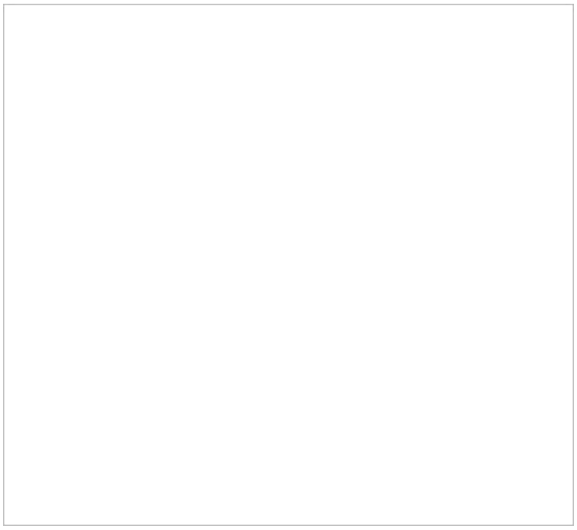


Use
Select the record you want from the list.

Order
Select the order you want from the list.

Search or selection criteria...
Check this box to enter other search criteria.

Fields dialog box



This dialog box lets you choose the fields of the selected file.

Scroll down the list to see all the fields or enter the first letter of the field.

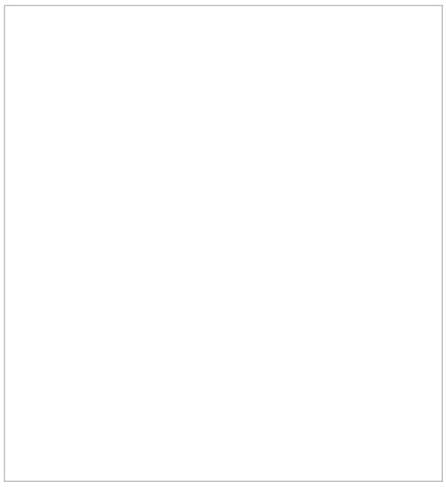
Adjust
Click this button to display the Fields dialog box.

Help
Click this button to display the help menu for the selected field.

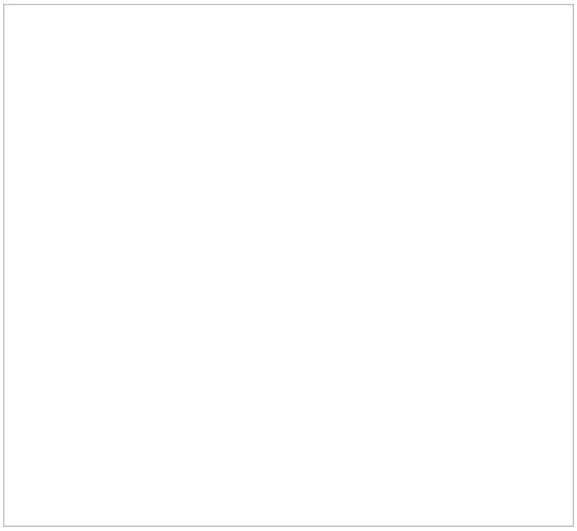
Adjustments dialog box

The available of adjustment functions depends on the type of field or variable selected.

Characters	Numbers
Dates	



Variables and constants dialog box



This dialog box allows you to choose a variable from a list of available variables.

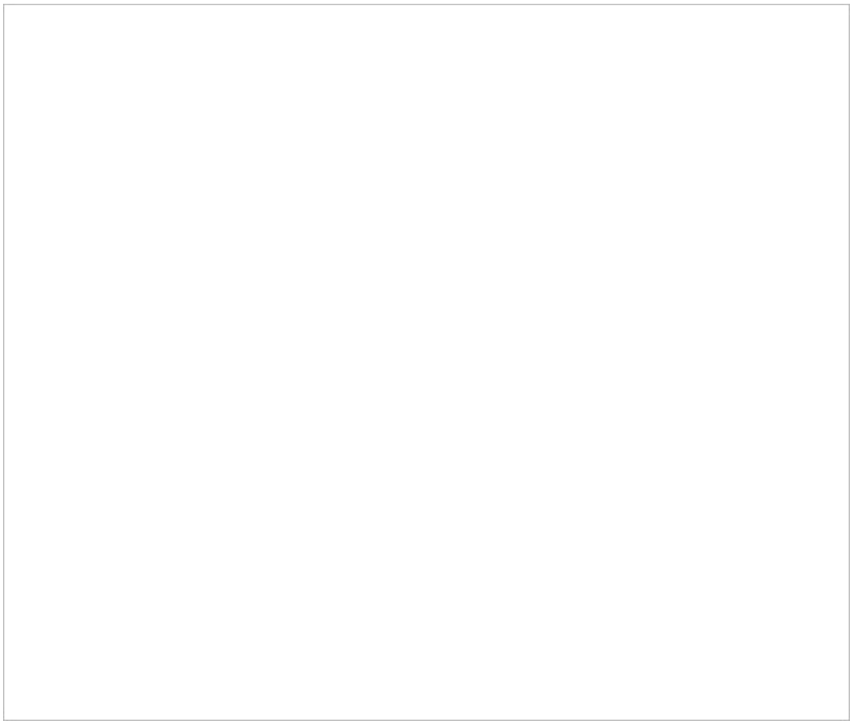
List of variables
Enter the variable you want.

Scroll down the list to see all the variables or enter the first letter of the variable.

Adjust
Click this button to display the Fields dialog box.

Help
Click this button to display the help menu for the selected variable.

Generating an expression dialog box



New expression
Enter an expression in this text box.

Edit
Click this button to display the Edit dialog box.

Validate
Click this button to validate the expression entered.

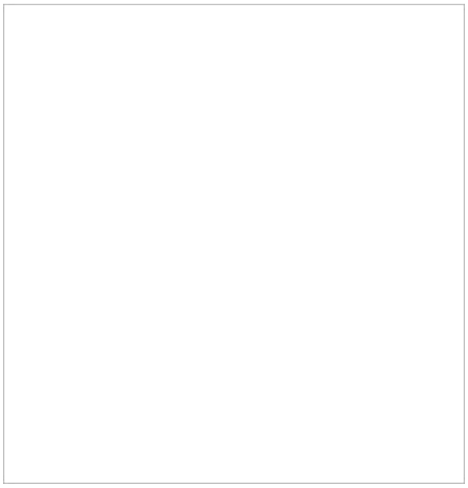
Copy
Click this button to copy the original expression in the **New Expression** text box.

Components
Enter a second and third expression to be added to the original expression.

- **Edit**
  Click this button to display the Edit dialog box.
- **Validate**
  Click this button to validate the expression entered.
- **Copy**
  Click this button to copy the components in the **New Expression** text box.

Library
Click this button to display the Expressions library dialog box.

Expressions library dialog box



This dialog box allows you to save expressions for future use. You may also have expressions that are private (only for you) or public (available to all users).

Available expressions
List of expressions already created in the folder.

Display type

- **Character chain:** Displays only the character chain-type saved expressions.
- **Numerical:** Displays only numerical-type saved expressions.
- **Date:** Displays only date-type saved expressions.
- **True/False:** Displays only logical-type saved expressions.

Source/Destination

- **New expr.**
  Use the new expression from the Generating an expression dialog box as a source or destination for the expression.
- **Original expr.**
  Save the original expression as a source or destination for the expression.
- **Component 1**
  Use the first component of the Generating an expression dialog box as a source or destination for the expression.
- **Component 2**
  Use the second component of the Generating an expression dialog box as a source or destination for the expression.

Display
Click this button to display the contents of the expression.

Load
Click this button to copy the expression to the welcome screen.

Save
Click this button to save the new expression to the folder.

Delete
Click this button to delete the selected expression.

Rename
Click this button to change the title of the selected expression.

Close
Click this button to go back to the welcome screen or the Generating an expression dialog box.

See also

Dated expressions - Tools

Counters - Tools

Umana functions

FoxPro functions

Umana functions

Umana functions

You can use Umana functions both directly or with the Expression Generator . They are available along with native Foxpro functions.

Name and description
ABSRATE("TIMSUN") - Basic hourly rate for absences

Returns the basic hourly rate entered in the employee's time bank. Note that each time bank can have a different rate for the employee.

This amount is displayed in the time banks window. It usually comes from the time bank year-end carry-over. It can be manually changed.

Update

Automatically: During the time bank year-end carry-over.

Manually: In the Time banks window.

See also

Button Rate from the Attendance plan window for the calculation of rules.

AGE() - Age

Returns the person's age (rounded down) in full years to date.

It changes automatically as a function of the person's birth date.

Calculation

Calculated starting from the person's date of birth E_BIRTHDT and current date DATE().

Note

This function is identical to the YEARS(pers.E_BIRTHDT) function.

See also

BIRTHDAY() - Birth date.

ANNIV(E_ANNIVMD) - Next evaluation date

Returns the next evaluation date.

Note

The format of the E_ANNIVMD field of the PERS file is MONTH+DAY of the anniversary; the ANNIV(...) function adds the appropriate year then converts it into a date.

ANNIV(E_BIRTHDT) - Next birthday

Returns the next birthday.

Note

The E_ANNIVMD field comprises the month and day of birth, and comes from the E_BIRTHDT field which is the full date of birth. The ANNIV(...) adds the year of the next birthday.

ANNUAL("$$") - Annual pay

Returns annual pay.

Update

It can be entered manually, or calculated starting from annual pay or the hourly rate. When it is entered manually, it affects the salary by periods and hourly rate.

Manually: In the "Remuneration" tab of the Employment history window.

Calculation

For a salaried employee (salary not 0), the annual salary is calculated based on the salary by period, the number of hours worked per week and the number of weeks per year.

For an employee who is not salaried (salary equals 0), the annual salary is based on the hourly rate, the number of hours worked per week and the number of weeks per year.

Static tables

The PERIOD table is used to define the number of weeks or periods by year.

Configurable options

[X] Stop salary/period impossible

[X] Stop annual salary impossible

[X] Calculate hourly rate of salary

ANNUALFT("$$") - Full-time equivalent annual pay

Returns the full-time equivalent annual pay, i.e. annual salary if full-time work.

For a full-time employee, this function is similar to ANNUAL().

Update

It can be entered manually, or calculated starting from annual pay or the hourly rate. When it is entered manually, it affects the salary by periods and hourly rate.

Manually: In the "Remuneration" tab of the Employment history window.

Calculation

For a salaried employee (salary not 0), the annual salary is calculated based on the salary by period, the number of hours worked per week and the number of weeks per year.

For an employee who is not salaried (salary equals 0), the annual salary is based on the hourly rate, the number of hours worked per week and the number of weeks per year.

Static tables

The PERIOD table is used to define the number of weeks or periods by year.

Configurable options

[X] Stop salary/period impossible

[X] Stop annual salary impossible

[X] Calculate hourly rate of salary

APPFTEAVG() - Approved full-time equivalent

Returns approved full-time equivalent for the position.

Update

At the "**budget**" tab of the "**position**" window.

BIRTHDAY() - Birthday in mmdd format

Returns the month and day (no year) of the birthday in a number format.

Useful for sorting the list of birthdays.

Example

If the birthday is January 13, 1943, this function returns 113 (0113).

BOSS() - Supervisor employee number

Returns the number (badge) of immediate supervisor.

Optional arguments

Here are the parameters that can be transferred to the BOSS function:

- Arg.1 - Employee number. The function returns the employee number of this employee's supervisor, not that of the current employee. By default, 0 will signify "current employee."
- Arg.2 - To-a-date. The function returns the supervisor number at this date. By default, this will be the current date.

BUDFTEAVG() - Full-time equivalent budgeted

Returns full-time equivalent budgeted for the position.

Update

At the "**budget**" tab of the "**position**" window.

COMPARAT("$$") - CompaRatio

Returns the CompaRatio saved in the record of the JOBHIST file, i.e. the current CompaRatio when the record was created or modified.

Note

The CompaRatio is current pay divided by the mid-point of the function rate and expressed as a percentage (multiplied by 100).

The mid-point of the function rate (the denominator) for the "CompaRatio" calculation is specified in the remuneration module and in the rates table.

See "**other rates**" in the "**remuneration**" window.

COMPARAT("$$", "/CURR") - Actual CompaRatio

Returns the current CompaRatio. It is based on the current salary and scale for the job held.

Note

The CompaRatio is current pay divided by the mid-point of the function rate and expressed as a percentage (multiplied by 100).

The mid-point of the function rate (the denominator) for the "CompaRatio" calculation is specified in the remuneration module and in the rates table. See the third screen of the remuneration file.

When the employment history file (JOBHIST) is positioned on a past record (not current), the COMPARAT() function uses the salary saved in the record. The rate in effect at the effective date of the record is used as a denominator (mid-point).

DKANNUAL() - Annual salary (candidate)

Returns the annual salary based on the candidate's career file.

EVENTAMT("$$") - Amount

Returns the event amount.

Note

This field's label can be configured according to the class or type of event.

GTRATE("ANNUAL") - Table rate: $/year

Returns the annual salary from the rates table.

GTRATE("SALARY") - Table rate: $/pay

Returns the pay per period from the rates table.

GTRATE("UNITRATE") - Table rate: $/hr

Returns the hourly rate from the rates table.

GTRATE("~evalx(rplan.RE_BON1VAL,0)") - Incentive 1

GTRATE("~rate.RA_RATEID") - Rate key

Returns the RATEID key for the corresponding entry in the rates table.

HRSPDY() - Hours worked per day

Returns the average number of hours worked per day.

Optional arguments

- Arg.1 - Employee number. By default, 0 will signify "current employee."
- Arg.2 - To-a-date. By default, this will be the current date; the system will use the ldASOF date, or else the current date if ldASOF does not exist.
- Arg.3 - True (.t.) or false (.f.). Return the number of full-time equivalent hours?

HRSPDY(0, {}, .t.) to refer to the current employee at the current date

This function can be customized for your installation, by putting a different version in the CUSTOM folder. The HRSPDY() function is especially for time banks (with argument 3 = true), where you often have to convert between days and hours.

The standard version of the HRSPDY() function takes the employee's number of hours per week and divides it by 5. If you ask for the number of FTE hours, this number is divided by its full-time percentage. This will be the average full-time equivalent (FTE) hours per day over a period of 5 days/week.

See also

- WKCAL("HOUR",0,(date)) - Number of hours scheduled to be worked for a given date, where "date" is the date in question. WKCAL("HOUR") returns the number of hours for the current day.
- WKCAL("PDHRS",0,(date)) - Number of hours scheduled to be paid for a given date, where "date" is the date in question. WKCAL("PDHRS") returns the number of hours for the current day.

JHCHGDT() - Date of last change

Returns the last date (H_EFFDT) on which the value changed for its current value in the specified field. For example, JHCHGDT("H_PSTAT") returns the date on which the person acquired his or her current status.

JHDAYS("$$") - Duration in days

Returns the number of days between EFFDT (start date) and ENDDT (end date) of the JOBHIST employment history file record.

Optional arguments

You can limit the calculation for a specific period by using arguments 2 and 3 of the JHDAYS function.

- Arg.1 - Usually "JOBHIST." The expressions generator generates it automatically.
- Arg.2 - Start date. Blank or {} to specify "starting from the beginning of the time."
- Arg.3 - End date. Blank or {} to specify " to this day."

Example

The SUM of JHDAYS() for these records with JSTAT="EMPL" gives the total number of days the person was an employee (EMPL).

By including other conditions, you can, for example, calculate the length of time worked in a department, or how long the person was temporary, etc.

The SUM of JHDAYS("JOBHIST",{01/01/1996}, {31/12/1996}) with JSTAT="EMPL", returns the number of days the person was an employee (EMPL) during 1996.

KANNUAL() - Annual salary

Returns the annual salary based on the person's career file.

MAGICDT() - Magic date

Returns the date at which seniority plus age will reach the targeted "magic number."

The MAGICDT function assumes that the employee is active and will continue to accumulate seniority (and age, of course!). It does not consider either status or future movements.

Optional arguments

- Arg.1 - Magic number targeted.
- Arg.2 - Seniority date. By default, MAGICDT uses the E_SENIORDT seniority date from the PERS file. If this date is blank, the date of last hire E_LASTHIRE will be used.
- Arg.3 - Birth date. By default, MAGICDT uses the E_BIRTHDT birth date from the PERS file.

MAGICNO() - Magic number

Returns the magic number targeted.

Note

The magic number is the sum of the employee's age plus seniority in years.

The MAGICNO function assumes that the employee is active and will continue to accumulate seniority (and age, of course!). It does not consider either status or future movements.

Optional arguments

- Arg.1 - Employee's seniority date. By default, MAGICNO uses the seniority date from the employee file (pers.E_SENIORDT) if present. Otherwise, the date of last hire (pers.E_LASTHIRE) will be used.
- Arg.2 - Employee's date of birth. By default, MAGICNO uses the date of birth from the employee file (pers.E_BIRTHDT).
- Arg.3 - Target date. By default, the variable dAsof is used if it exists, otherwise it will be the current date.

MONDAY() - Day of the week

Returns the date of the first day of the week or the first day of the week for a given date. Usually, the first day is either Sunday or Monday.

Optional argument

- Arg.1 - Day of the week. By default, MONDAY uses the C_WEEKSTRT day from the NCONFIG file.

NAME() - Last name and first name

Returns the last name in capitals, a comma, space and the first name. The length of the field can be variable.

Example

ATELIST, Phil

Optional arguments

Arg.1 - Default employee number; the current record of the PERS file will be used.

OCCUPANT() - Position occupant

Returns the employee number of the incumbent or replacement for this position.

Update

In the "Occupant" tab of the positions window.

Optional arguments

- Arg.1 - the identification code (ID) of the position for which an incumbent is required. Blank to use the current position.
- Arg.2 - Current date or report date.
- Arg.3 - Options such as "/POCC=12."

  After the /POCC= characters, there can be a 1, 2, 3 and/or 4. If /POCC= is not entered, the function will assume four cases as follows:
  - 1 - Permanent and active
  - 2 - Permanent and inactive
  - 3 - Temporary and active
  - 4 - Temporary and inactive

  To get the permanent incumbent, the argument will be "/POCC=12."

OTHRATE("$$") - Other rate

Returns a second rate available in the JOBHIST employment history file record.

It is not used in any calculation, except in some customized versions.

Update

In the "Remuneration" tab of the Employment history window.

Configurable options

English label

French label

To define the labels for this field, see the configuration options: Job.

Use

- "Minimum Rate"... The minimum rate that can be paid regardless of the work done by an employee.
- "Lump sum"... The flat rate per part.
- "Expenses"... Maximum expenses during a month.

PCTINCR() - Percentage increase

SALARY("$$") - Salary per period

Returns the salary per pay period.

The period is specified in the H_PAYFREQ field of the JOBHIST employment history file.

Note

- CompaRatio: The CompaRatio is current pay divided by the mid-point of the function rate as a percentage (multiplied by 100).

  The mid-point of the function rate (denominator) for the CompaRatio calculation is specified in the remuneration module and in the RATE rates table. See also Other rates tab in the Remuneration window.

- Minimum: The minimum annual salary for this function is determined in the remuneration module and in the RATE rates table. See the Rates tab in the Remuneration window.
- Maximum: The maximum annual salary of a function is determined in the remuneration module and in the RATE rates table. See the Rates tab in the Remuneration window.

Update

It can be entered manually, or calculated starting from annual pay or the hourly rate. When it is entered manually, it affects the annual salary and the hourly rate if the configuration option "[X] Calculate the hourly rate based on salary" is checked.

Manually: In the "Remuneration" tab of the Employment history window.

Calculation

For a salaried employee (salary not 0), the annual salary is calculated based on the salary by period, the number of hours worked per week and the number of weeks per year.

For an employee who is not salaried (salary equals 0), the annual salary is based on the hourly rate, the number of hours worked per week and the number of weeks per year.

Static tables

The PERIOD table is used to define the number of weeks or periods by year.

Configurable options

[X] Stop salary/period impossible

[X] Stop annual salary impossible

[X] Calculate hourly rate of salary

SENIOR("HIRE") - Seniority since hire

Returns the number of years of seniority at the current date.

The "HIRE" parameter means that the result is based on the original date of hire.

Calculation

(DATE() - E_ORIGHIRE) / 365.25

The result is in years without fractions. If the person has 355 days of seniority, this function would return 0.9972. Rounded to a single decimal point, the result becomes 1.0 year even if the employee has not yet finished a full year.

Note on JSTAT employment status

For an employee who has a TERM, RETR or DECE status, seniority is calculated only until the date the employee was terminated, retired or died.

Using another date

A date can be assigned as a second parameter to the SENIOR function. In this case, the function uses this date to calculate seniority instead of the current date.

Example

SENIOR("HIRE", {01/01/97}) returns seniority in years at January 1, 1997.

See also

- SENIOR("REHIRE") - Based on the rehire date.
- SENIOR("SENDT") - Based on the seniority date and hire date.
- SENIOR("SENIOR") - Based on the seniority date and rehire date.

SENIOR("REHIRE") - Seniority since the rehire

Returns the number of years of seniority at the current date.

The "REHIRE" parameter means that the result is based on the latest date of hire/rehire.

Calculation

(DATE() - E_ORIGHIRE) / 365.25

The result is in years without fractions. If the person has 355 days of seniority, this function would return 0.9972. Rounded to a single decimal point, the result becomes 1.0 year even if the employee has not yet finished a full year.

Note on JSTAT employment status

For an employee who has a TERM, RETR or DECE status, seniority is calculated only until the date the employee was terminated, retired or died.

Using another date

A date can be assigned as a second parameter to the SENIOR function. In this case, the function uses this date to calculate seniority instead of the current date.

Example

SENIOR("REHIRE", {01/01/97}) returns seniority in years at January 1, 1997.

See also

- SENIOR("HIRE") - Based on the hire date.
- SENIOR("SENDT") - Based on the seniority date and hire date.
- SENIOR("SENIOR") - Based on the seniority date and rehire date.

SENIOR("SENDT") - Seniority according to the seniority date calculated since hire

Returns the number of years of seniority at the current date.

The "SENDT" parameter means that the result is based either on the seniority date if entered, or the original hire date if it is not.

Calculate (DATE() - iif(empty(E_SENDT), E_ORIGHIRE, E_SENDT)) / 365.25

The result is in years without fractions. If the person has 355 days of seniority, this function would return 0.9972. Rounded to a single decimal point, the result becomes 1.0 year even if the employee has not yet finished a full year.

Note on JSTAT employment status

For an employee who has a TERM, RETR or DECE status, seniority is calculated only until the date the employee was terminated, retired or died.

Using another date

A date can be assigned as a second parameter to the SENIOR function. In this case, the function uses this date to calculate seniority instead of the current date.

Example

SENIOR("SENDT", {01/01/97}) returns seniority in years at January 1, 1997.

See also

- SENIOR("HIRE") - Based on the hire date.
- SENIOR("REHIRE") - Based on the rehire date.
- SENIOR("SENIOR") - Based on the seniority date and rehire date.

SENIOR("SENIOR") - Seniority according to the seniority date calculated since the rehire

Returns the number of years of seniority at the current date.

The "SENIOR" parameter means that the result is based either on the seniority date if entered, or the original hire date if it is not.

Calculate (DATE() - iif(empty(E_SENDT), E_ORIGHIRE, E_SENDT)) / 365.25

The result is in years without fractions. If the person has 355 days of seniority, this function would return 0.9972. Rounded to a single decimal point, the result becomes 1.0 year even if the employee has not yet finished a full year.

Note on JSTAT employment status

For an employee who has a TERM, RETR or DECE status, seniority is calculated only until the date the employee was terminated, retired or died.

Using another date

A date can be assigned as a second parameter to the SENIOR function. In this case, the function uses this date to calculate seniority instead of the current date.

Example

SENIOR("SENIOR", {01/01/97}) returns seniority in years at January 1, 1997.

See also

- SENIOR("HIRE") - Based on the hire date.
- SENIOR("REHIRE") - Based on the rehire date.
- SENIOR("SENDT") - Based on the seniority date and hire date.

UNITRATE("$$") - Hourly rate

Returns the hourly rate.

Update

It can be entered manually, or calculated starting from annual pay or the salary per period. When it is entered manually, it affects the annual salary and the salary per period.

Manually: In the "Remuneration" tab of the Employment history window.

Calculation

For a salaried employee (salary not 0), the annual salary is calculated based on the salary by period, the number of hours worked per week and the number of weeks per year.

For an employee who is not salaried (salary equals 0), the annual salary is based on the hourly rate, the number of hours worked per week and the number of weeks per year.

Static tables

The PERIOD table is used to define the number of weeks or periods by year.

Configurable options

[X] Stop salary/period impossible

[X] Stop annual salary impossible

[X] Calculate hourly rate of salary

WKCAL("DAYTYPE") - Schedule: Day type

Returns the day type according to the schedule.

Optional arguments

- Arg.1 - Operation.
- Arg.2 - Employee number (numbers), or ID schedule (character chain).
- Arg.3 - To-a-date. By default, this is the current date.

WKCAL("FDAYTYPE") - Schedule: Holiday code

Returns the day type according to the schedule.

Optional arguments

- Arg.1 - Operation.
- Arg.2 - Employee number (numbers), or ID schedule (character chain).
- Arg.3 - To-a-date. By default, this is the current date.

See also

WKCAL("PDHRS") - Number of hours paid this day.

WKCAL("HOURS") - Schedule: Hours worked

Returns the number of hours worked according to the schedule.

Optional arguments

- Arg.1 - Operation.
- Arg.2 - Employee number (numbers), or ID schedule (character chain).
- Arg.3 - To-a-date. By default, this is the current date.

See also

WKCAL("PDHRS") - Number of hours paid this day.

WKCAL("FHOURS") - Schedule: Holiday hours (not worked) paid

Returns the number of hours paid but not worked for a day according to the schedule.

Optional arguments

- Arg.1 - Operation.
- Arg.2 - Employee number (numbers), or ID schedule (character chain).
- Arg.3 - To-a-date. By default, this is the current date.

See also

WKCAL("PDHRS") - Number of hours paid this day.

WKCAL("PDHRS") - Schedule: Hours paid

Returns the number of hours paid for a day according to the schedule. It will equal the number of hours paid for a statutory holiday.

Optional arguments

- Arg.1 - Operation.
- Arg.2 - Employee number (numbers), or ID schedule (character chain).
- Arg.3 - To-a-date. By default, this is the current date.

See also

WKCAL("HOURS") - Number of hours worked this day.

WTIMSUM("BAL", bankno) - Number of time bank units

Returns the number of units (hours, days, or dollars, based on the main unit of the time bank.

Note

- CARRY: carried forward from previous year
- EARN: earn, accumulate
- TAKEN: taken, used

Use

Up to 4 arguments can be used for this function.

- Operation to be performed. Put one of the words "CARRY", "EARN", "TAKEN" or "BAL" between quotation marks. For the equivalence in dollars (if the bank allows it) "CARRYD", "EARND", "TAKEND", "BALD." (REQUIRED argument.)
- Number of desired bank. E.g. 1 - Vacation, 2 - Sick leave, etc. (REQUIRED argument.)
- Employee number. Leave blank or use 0 to specify "current employee" (employee on which the PERS person file is positioned. (OPTIONAL argument.)
- The date at which the information is requested. If left blank, the result is calculated for today. (OPTIONAL argument.)

Note

Using the WTIMSUM("EARN") function is the same as looking at the TS_EARN field of the Time banks file (TIMSUM) for the time bank record. Similarly, other operations correspond to other fields of the Time banks file (TIMSUM).

The difference is that the value in the Time banks file (TIMSUM) is equal to that of the Attendance, Detail file (TIMEDT). But there is no history in the Time banks file (TIMSUM) (with the exception of the end of each year). The WTIMSUM function is more complicated. It takes the open balance (TS_CARRY) and adds the data from the Attendance, Detail (TIMEDT) file to get a total for a specific date.

So WTIMSUM will be a lot SLOWER than reading the Time banks file (TIMSUM) record directly. It is also much powerful !

eval(C_TXPROV) - Province of taxation

Returns the province of taxation.

Configurable options

[X] Province of taxation (expression).

evalx(RE_BON1VAL,0) - Formula for performance bonus

First formula for performance bonus in the remuneration program. (6 possible)

Notes

Use EVALX() to execute the specified calculation and return a number. If there is no defined expression, the result value will be zero (2nd argument of EVALX()).

Example

If Rplan.RE_BON1VAL contains the expression: .25 * ANNUAL() and the employee's annual salary is $50,000, then EVALX(rplan.RE_BON1VAL, 0) will return the value $12,500

See also
Expressions generator - Tools

FoxPro functions

FoxPro functions

These are some of the most used native Foxpro functions, available everywhere an expression is needed.

Name and description
MAX (expr1, expr2, etc.) - Returns the greatest value of entered expressions

Parameters

Specify the expressions for which you want the function to return the greatest value. You can enter an unlimited number, but they must all be of the same type.

Value

The values entered may be numbers or letters. Dates or expressions are also allowed. In the case of expressions, all the resulting values must be of the same type.

MIN (expr1, expr2, etc.) - Returns the smallest value of entered expressions

Parameters

Specify the expressions for which you want the function to return the smallest value. You can enter an unlimited number, but they must all be of the same type.

Value

The values entered may be numbers or letters. Dates or expressions are also allowed. In the case of expressions, all the resulting values must be of the same type.

See also
Expressions generator - Tools

Maintenance tools

Maintenance tools

These tools are similar to reports, but can update the database.
They are grouped into four categories. The list of tools in each category is saved in REPOLIST.

They are available from the **Tools | Maintenance** menu.

- **Person and job**- Affects employee files (PERUTIL)
- **Attendance and pay** - Affects gross/net pay and time banks (ATTUTIL)
- **System** - Application maintenance (SYSUTIL)
- **Archiving** and purging of data (PURGEUTIL)

Compare Employee with Occupied Positions - Wizard

Access the **Update Positions to Match Employee Status** wizard via:

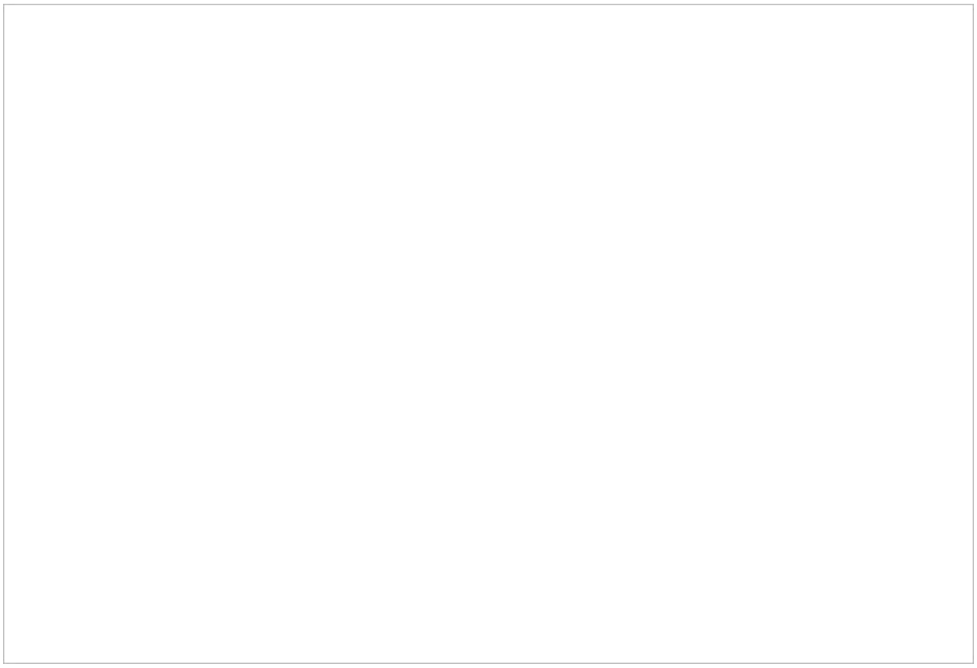
- the main menu **Tools | Wizards | Compare Employee with Occupied Position...**

- Note that this wizard is only available if you are using the Positions module.

The comparison and updating of positions, based on employee files, is done in three steps:

- Specifying the fields to compare and correct.
- Identifying the employees based on certain specific criteria.
- Updating the positions.

Changes to do

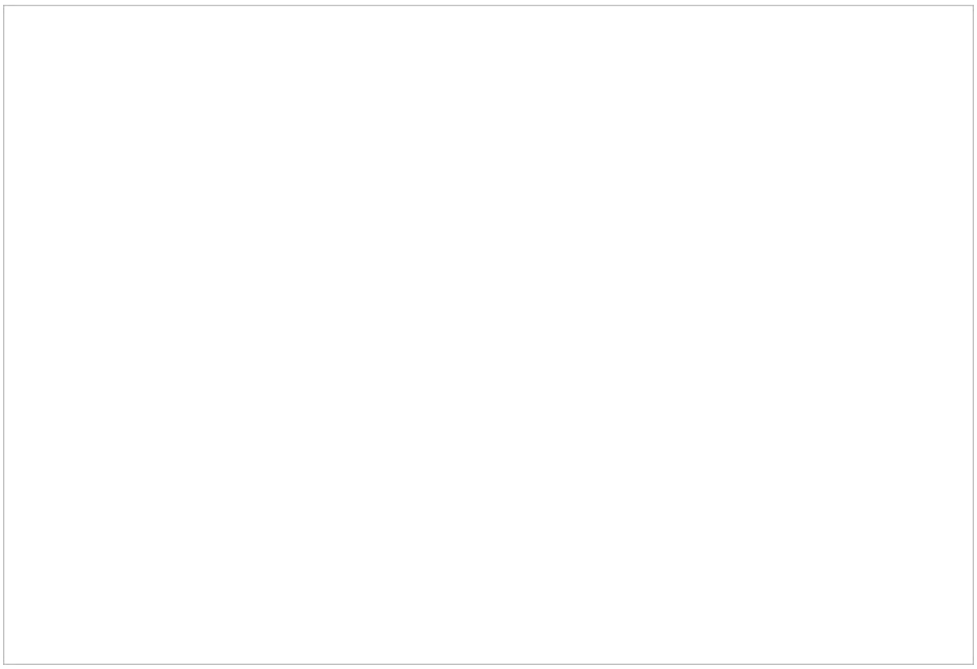


You can enter one or more fields for which you want to compare the employee file with the positions, namely:

- Responsibility centre (ENTITY1 and ENTITY2),
- Grade and rank,
- Union,
- Personal status,
- Pay group,
- Job and job category,
- Schedule (model),
- Work location,
- Hours per week.

Click Next > to access the Selection Criteria for employees.

Selection Criteria



- Select the "**I will select employees manually**" option to manually select participants from the List of employees selected window.
- Select the "**Select all employees meeting the conditions below**" option to specify one or more criteria to track a group of employees, including:
    - Responsibility centre (ENTITY1 and ENTITY2),
    - Employment status,
    - Personal status,
    - Job,
    - Category,
    - Pay group of the desired employees.

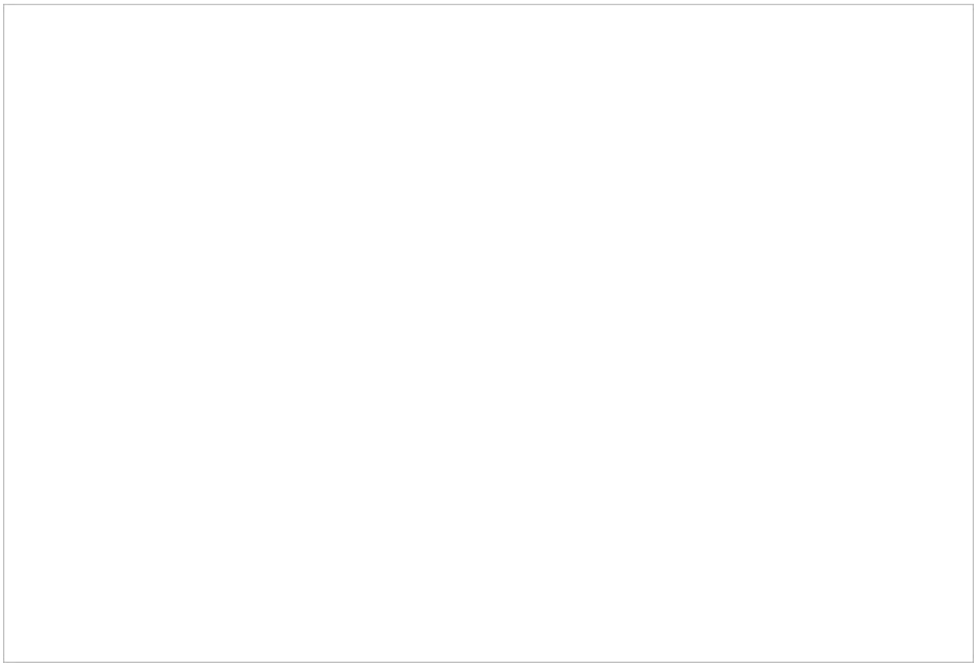
Check the boxes:

- Permanent status: to limit the list to employees with permanent status.
- Additional criteria: to add additional criteria using the Expressions Generator.

Click

- < Previous to return to the Changes to Do window.
- Next > to access the list of employees selected based on the criteria defined.

List of Selected Employees



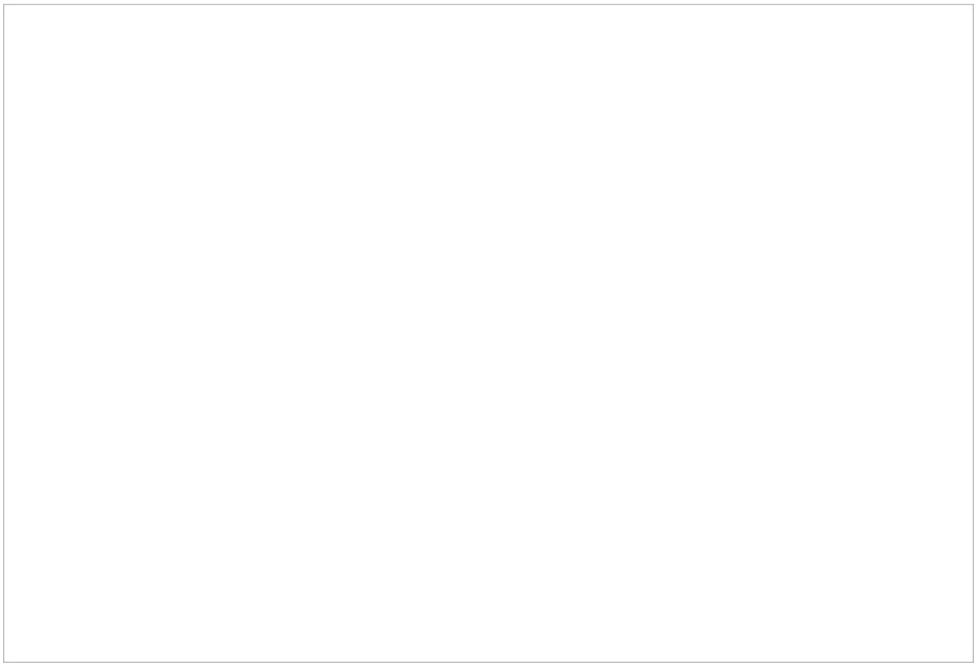
Select:

- ☐ to manually select an employee,
- to access the personal file of the person selected,
- ☐ to access the print control window of the list of selected employees.
- ☑ All to select all employees.
- ☐ None to cancel the selection of the employees listed and to manually select one or more other employees.

Click

- < Previous to return to the Selection Criteria window,
- Next > to go to the Position Updating window.

Updating the positions



Check:

- Update positions with values from the employee file to confirm the change.

Click

- Finish to update the positions.

Pay - Wizards

Overview

There are several wizards to assist the user with pay reports:

- Retroactive pay
  This wizard produces transactions for retroactive pay.
- Generation of salaries
  This wizard generates salaries for a new period.
  - See also concepts of salary generation.
- Breakdown of net pay
  This wizard helps you calculate the *temporary* net pay.
  - In this online help, you will find it in the Net Pay Module.
- ROE - Record of Employment...
  This wizard collects data for the record of employment, which can then be printed or sent to the Revenue Canada site.

Operation

Access the Retroactive Pay wizard via:

the main menu **Tools | Wizards | Retroactive Pay...**

Access Generation of Salaries via:

the main menu **Tools | Wizards | Generate Salaries**:
the Pay Calendar tools.

Access Net Pay Preparation via:

the main menu **Tools | Wizards | Calculate Net Pay...**
the Pay Calendar tools.

Access the ROE - Record of Employment via:

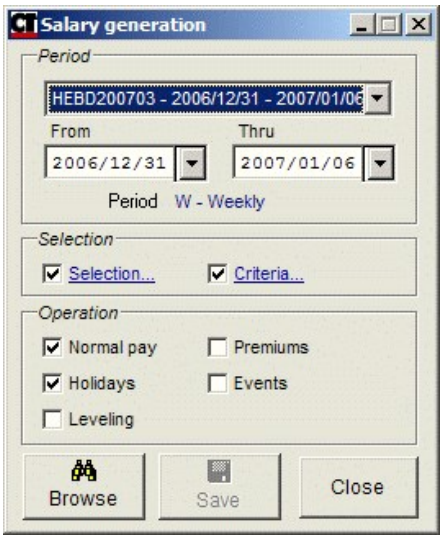
the main menu **Tools | Wizards | ROE - Record of Employment...**

Salary generation : Wizard

To access the **Salary generation** wizard:

Tools | Wizards | Generate salaries... main menu

Salary generation



Using the pull-down menus, specify the following:

- Period according to those defined in the pay calendar.
- Dates From ... Thru ... will be entered automatically following the selection of the period, but can always be changed later on.

Click the following:

- Selection: to view previously entered selection criteria for employees in the configuration options.

- Criteria: to view or modify, using the expressions generator, other selection criteria also entered in the configuration options but that are modifiable.

Check:

- Normal pay
- Premiums
- Holidays
- Events
- Levelling, to select the types of transaction to create in gross pay.

Click the following:

- Browse: to view all the transactions generated.
- Save: for the generation of transactions.
- Close: to exit the wizard.

Retroactive Pay - Wizard

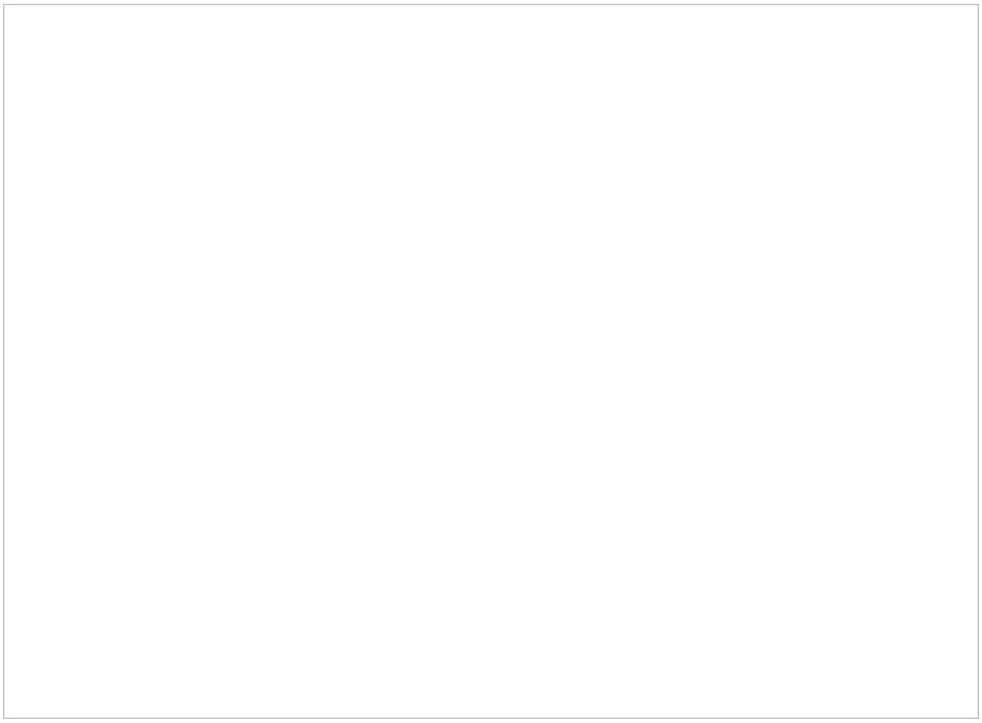
Access the **Retroactive Pay** wizard via:

- the main menu **Tools | Wizards | Retroactive Pay...**

Transactions are added for retroactive pay in four steps:

- Identifying the employees based on certain specific criteria.
- Specifying the transactions to review.
- Specifying the method of calculating the retro amount, the number of transactions to be created and the way in which to create the retro transactions.
- Create transactions in gross pay.

Employee Selection



- Select the **I will select employees manually** option to access the list of selected people, which will allow the manual selection of participants.
- Select the **Select all the employees meeting the conditions below** option to access the list of people who meet the stated criteria.

Using the dropdown menus, specify one or more criteria to track down employees to be selected:

- Responsibility centre (ENTITY1 and ENTITY2)
- Employment status
- Personal status
- Job
- Category
- Pay group of the employees.

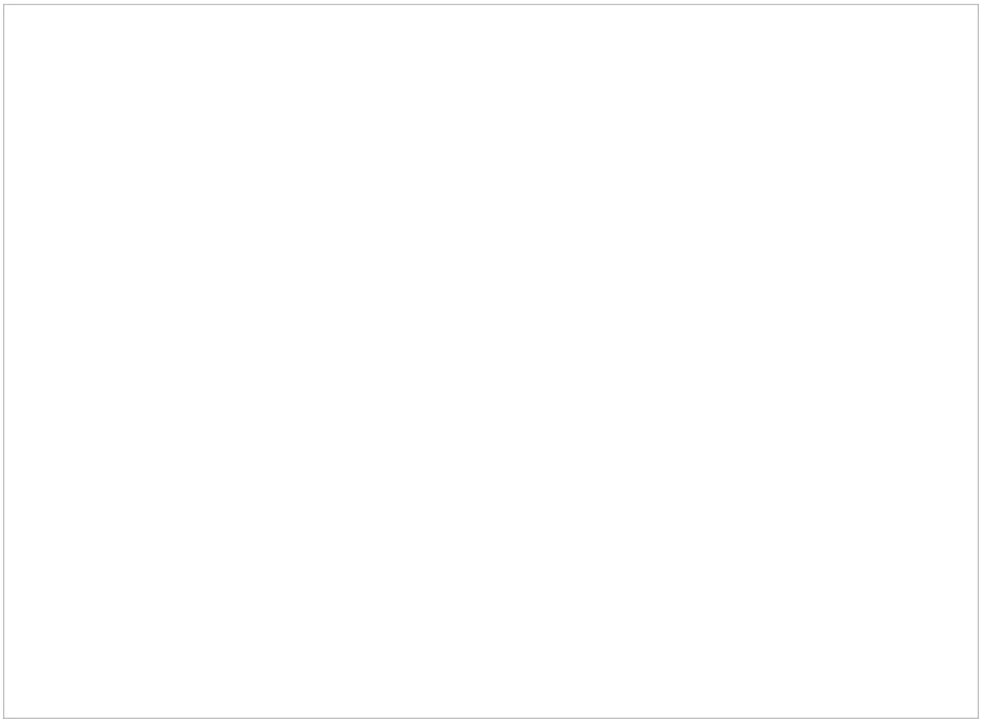
Check:

- Employee's permanent status: to limit the list to employees whose status is permanent.
- Today: to specify that the employee must meet the criteria stipulated as of today's date.
- Date originally paid: to specify that the employee must meet the criteria stipulated as of the date the amounts were paid to him.
- Additional criteria: You can program additional criteria using the Expressions Generator.

Click Undo a retro if you want to cancel a previous retroactive pay.

Click Next > the user accesses the list of people selected based on the criteria defined.

List of Selected Employees



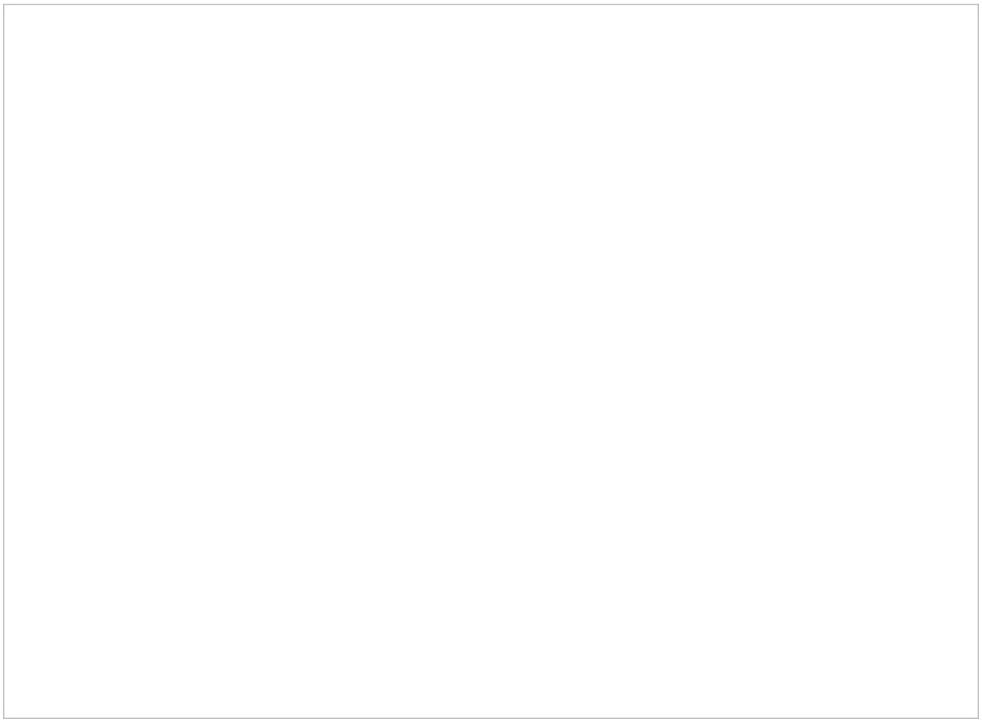
Select the option:

- ☐ to enroll an employee that you have selected manually,
- to access the personal file of the person selected,
- ☐ to access the print control window of the list of selected employees,
- ☑ All to enroll all employees displayed,
- ☐ None to cancel the selection of the employees listed and to manually select one or more other employees, as the case may be.

Click

- < Previous to return to the Selection Criteria window,
- Next > to access the selection of transactions affected.

Selection of transactions affected



Using the dropdown menus, define the selection criteria for the transactions to be reviewed, based on:

- the dates on which the work was done - Job performed
- the type of transaction - Transaction types,
- the options of hours worked -Options,
- the company structure - Where worked,
- the job code or titles - Work performed.

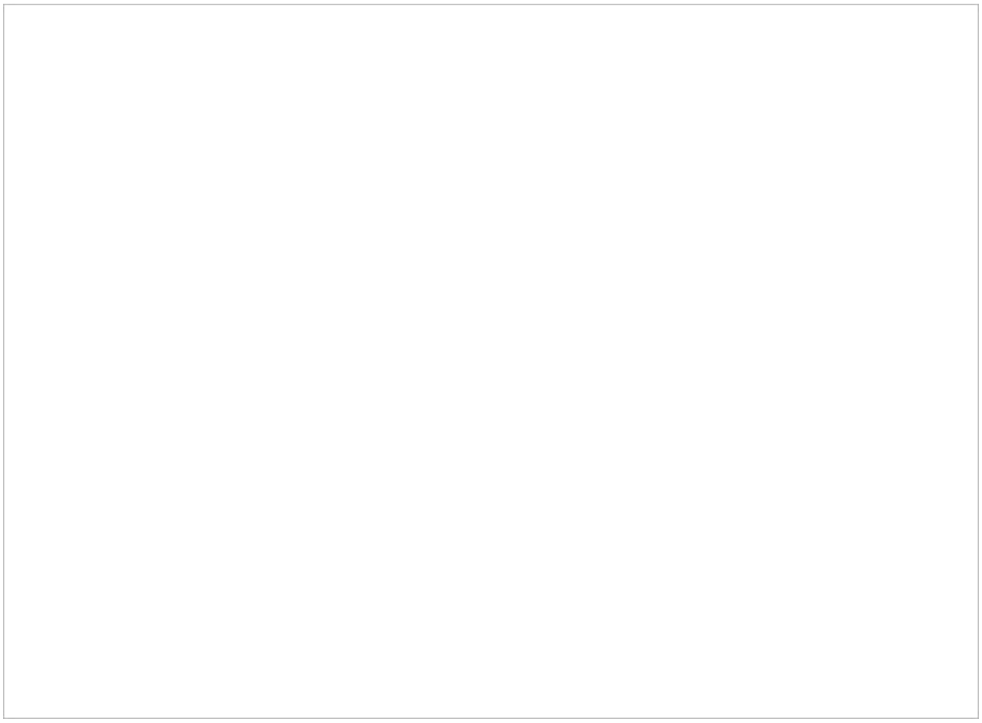
Check:

- Additional criteria (for transactions)... : to add additional criteria using the Expressions Generator.

Click

- < Previous to return to the list of employees selected,
- Next > to open the window to calculate the retro amount.

Calculate Retro Amount



When this window appears, the middle box shows the number of transactions found for the employees previously selected.

Calculation Method:

- Amount per hour worked: to enter an amount per hour worked using the Expressions Generator.
- The difference between the rate paid and the hourly rate of the employee on the same date: used in general when there has been a change in employment history.
- Fixed amount per person: to indicate the global amount using the Expressions Generator.

Once the calculation method has been chosen and entered, the box in the middle displays the total amount of retro pay.

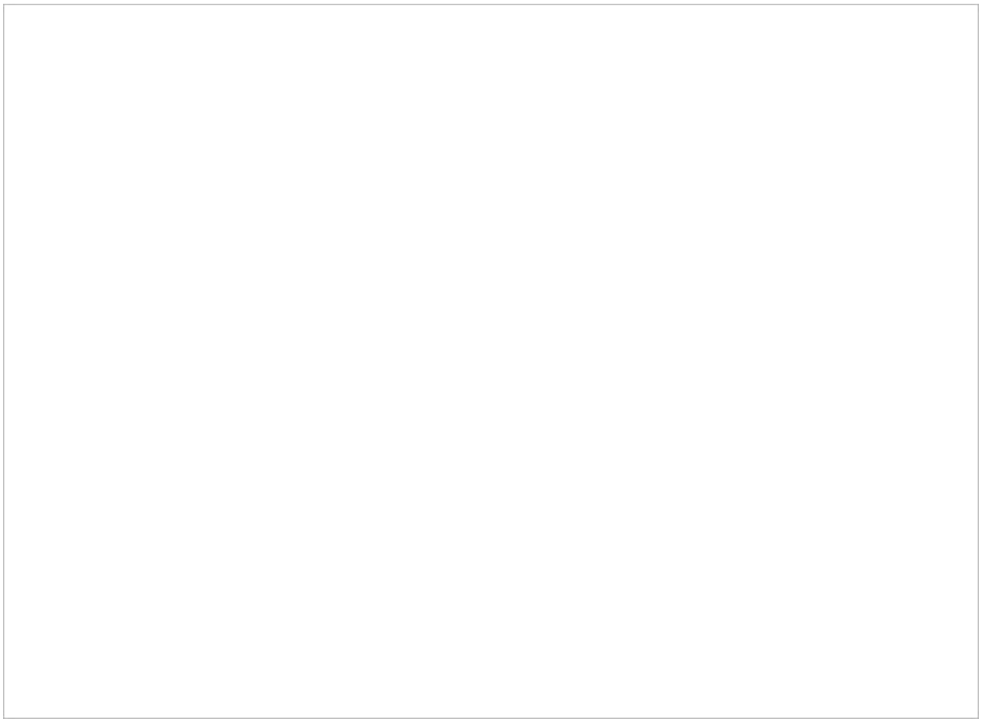
Click

- Show employee totals to display the retro amount, hours worked and amounts received for each employee selected.
- Show details for someone to display the details regarding hours, amounts, codes and rates for transactions for a specific employee.
- Print transactions this button is not available in this window.

Click

- < Previous to return to Selection of transactions to adjust.
- Next > to open the window for the number of transactions to generate.

Number of transactions to generate



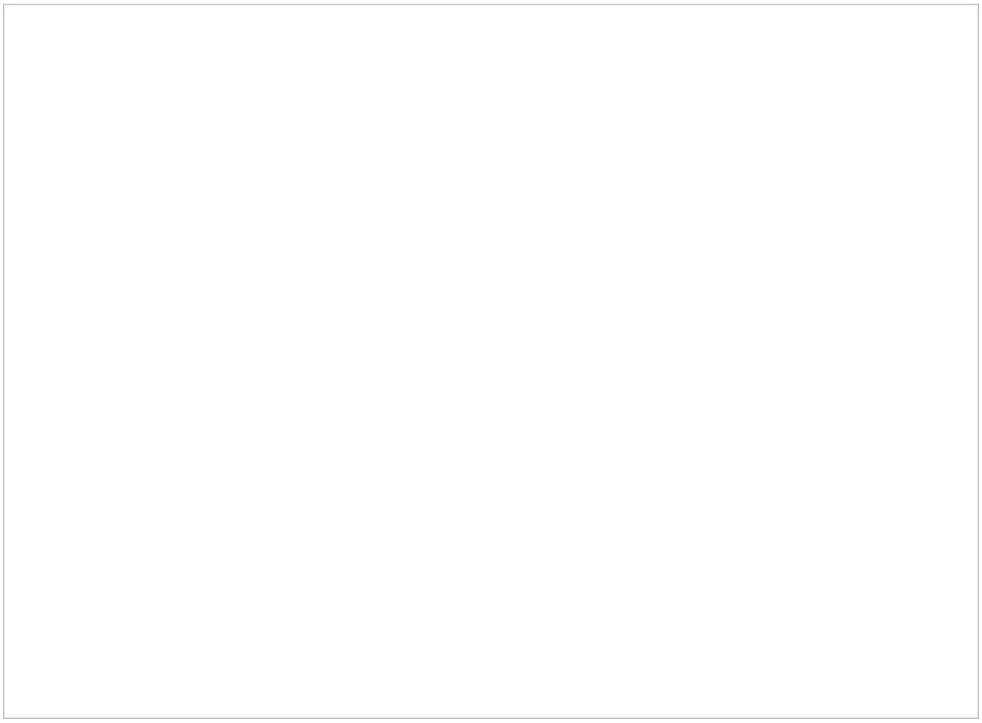
Select:

- Create a single transaction per employee: to only generate a single transaction per employee;
- Create one retro (adjustment) transaction for each existing already paid: to generate as many adjustment transactions as original transactions.

Click

- < Previous to return to Calculate retro amount.
- Next > to open the Transactions to create window.

Transactions to create



For each group above, you must specify the value to enter for the adjustment transaction-. It can be the same as the original or reflect the current value. You can select one based on your tables or use an expression to create it.

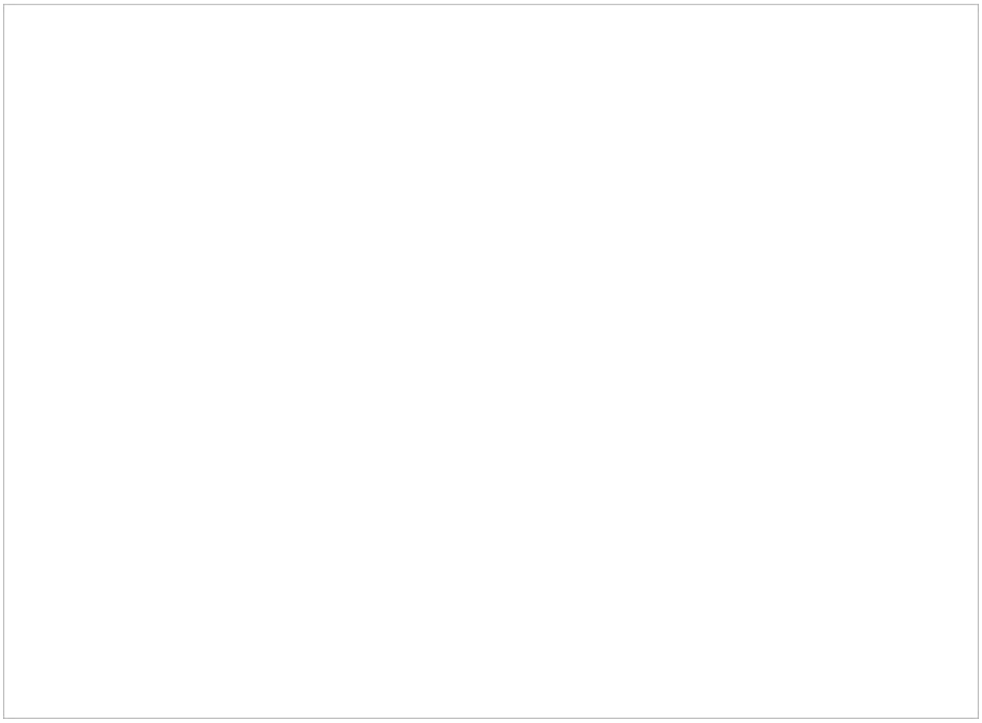
- Option (pay code): pay code for the transaction based on your reference tables "ABSENCE - Absence", "AMTOPT - Options: amount of pay," "MISCBANK - various bank adjustments," "PRIME - Prime" and "TIMEOPT - Options: hours worked."
- Department: based on the main structure (ENTITY1) of your company.
- Transaction date: date of the adjustment transaction for gross pay.
- Project : to be entered directly.

the options Same as the original and Expression... will be shaded if you have chosen to generate only one transaction per person.

Click

- < Previous to return to Number of transactions to generate.
- Next > to access the Final Confirmation window.

Apply the new values



Click

- < Previous to return to Transactions to create.
- Finish to create transactions in gross pay.

Processing can be cancelled by returning to this wizard and selecting "Undo a retro" from the initial window.

Record of Employment - Wizard

Home > Tools and Wizards > Pay - Wizards > Record of Employment - Wizard

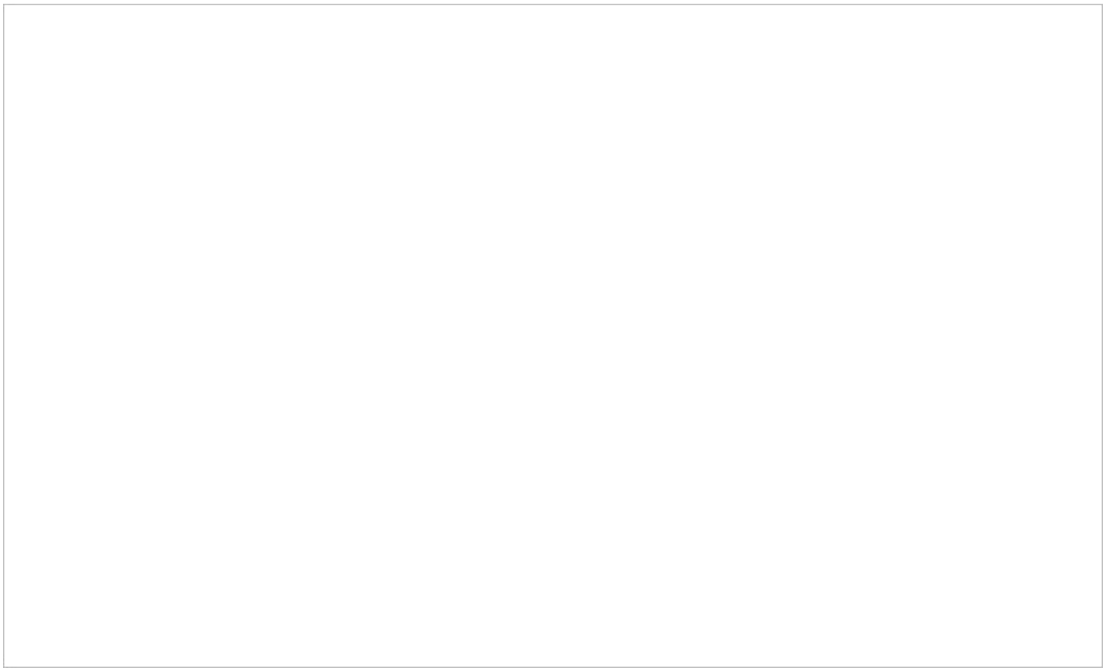
Access the **ROE - Record of Employment** via:

the main menu **Tools | Wizards | ROE - Record of Employment...**

Printing or uploading the record of employment is done in four steps:

- Identifying the counters.
- Identifying the default values, which applies to all records of employment.
- Identifying the employees based on certain specific criteria.
- Printing or uploading records of employment to Revenue Canada's Web site.

ROE Counters

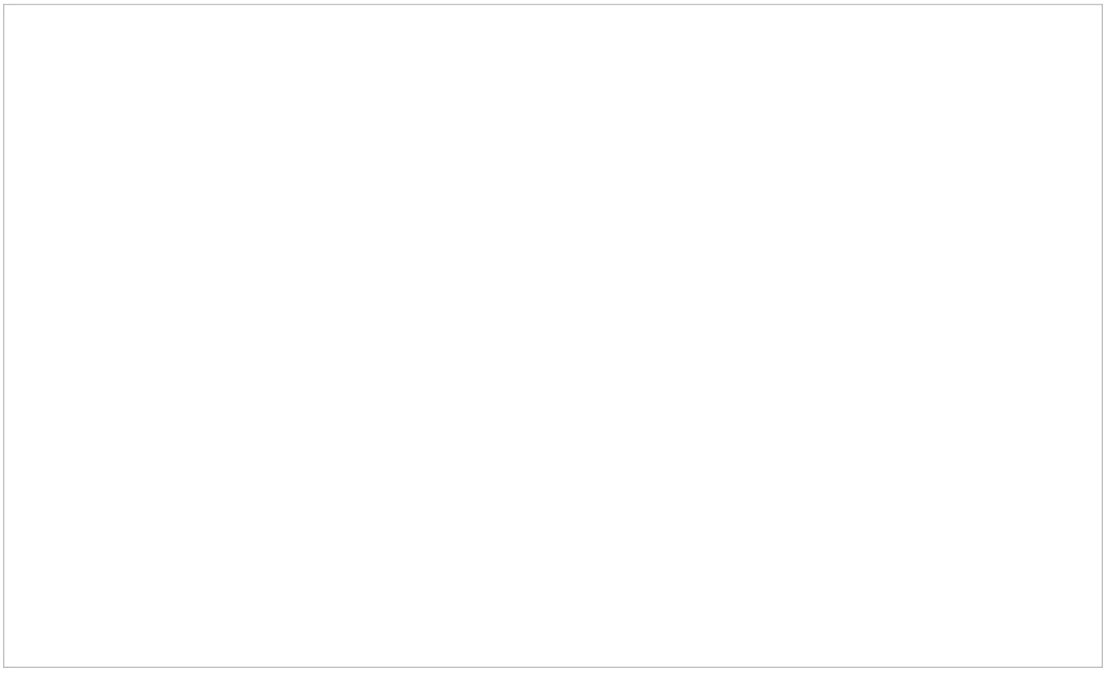


Four counters are needed for the wizard to total the amounts for the Insurable Earnings, Vacation Pay, Holiday Pay and Other Monies boxes for the record of employment. It is **mandatory** that these four counters be defined.

Click Counter definition to access the definition of counter rules window that allows you to view, modify or add a counter.

Click Next > to open the window defining the default values.

Default values



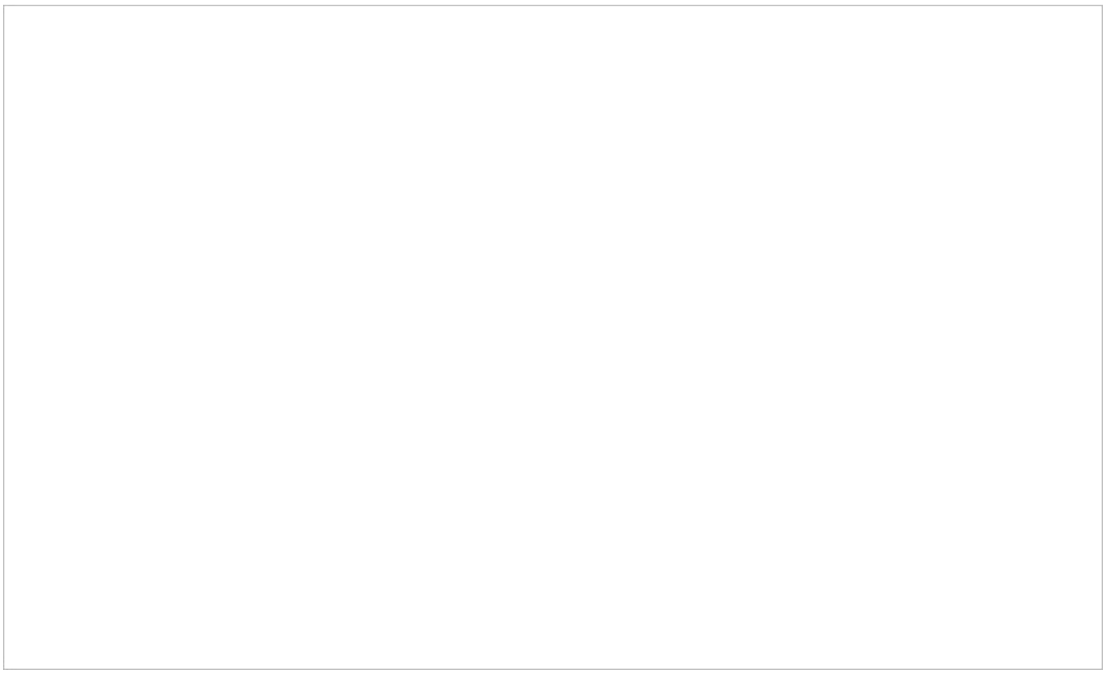
Specify:

- Reason: The reason for stopping work previously that was previously defined in the ROEREAS reference table - Reason for Leaving based on the codes defined by the government.
- Anticipated recall date: Enter the date or check No recall anticipated if there is none.
- Contact name: the person at your company to contact if a government officer needs additional information.
- Signatory: the person at your company who signs the record of employment.
- Comments: if you want the note to appear in the record of employment.
- Save these values as defaults for next time: If you want to keep the values entered for future use.

Click

- < Previous to return to the Counters window.
- Next > to access the selection of employees.

Employee selection



Select:

- **Resume last run** to re-use the same selection of employees as the last time you produced a record of employment.
- **Select employees manually** to manually select employees.
- **Select employees meeting the conditions below** to carry out a global selection based on the following criteria:
    - Terminated or inactivated employees: you must select at least one.
    - Dates from ... to ... : selection of terminated and/or inactivated employees between these dates.
    - Only for: used to limit the selection of employees regarding termination or inactivation

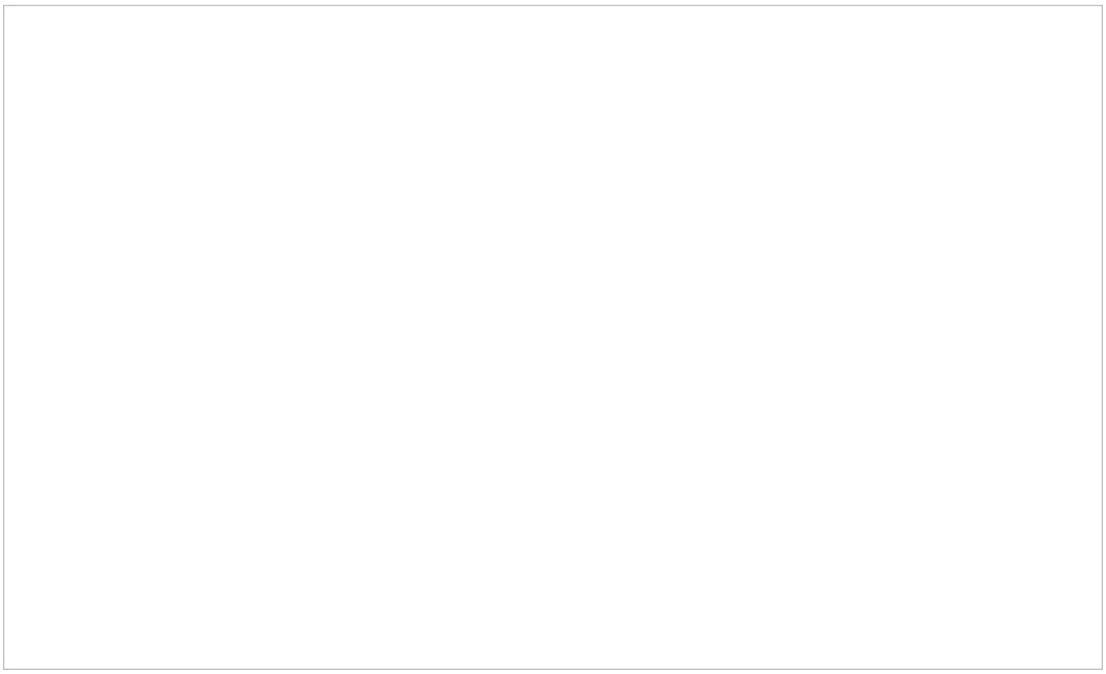
movement in the employment history.

- This is a rerun: to re-use the last records of employment produced.

Click

- < Previous to return to the Default Values window.
- Next > to open the list of employees selected.

List of employees selected



Select:

- ☐ to manually select a person.
- to access the personal file of the person selected,
- ☐ to access the print control window of the list of employees selected,
- ☑ All to select all employees appearing in the list.
- ☐ None to cancel the selection of the employees listed and to manually select one or more other employees.
- to open the Attendance Detail window.
- to edit the detail of the record of employment for the employee selected.

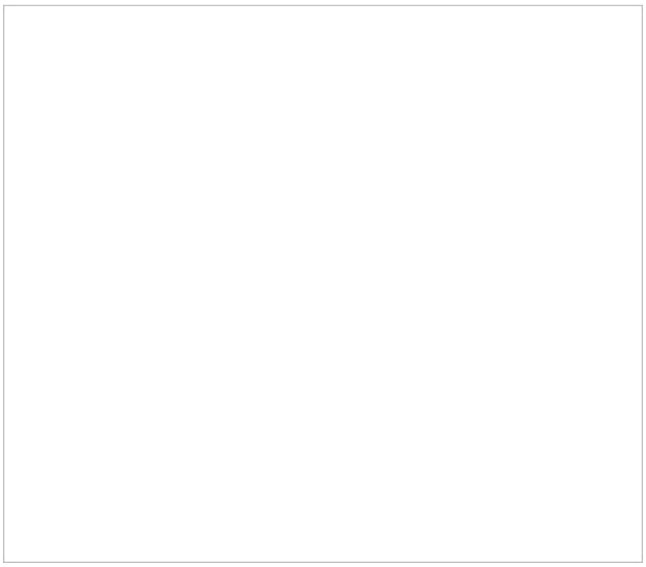
Click

- < Previous to return to the Employee Selection window.

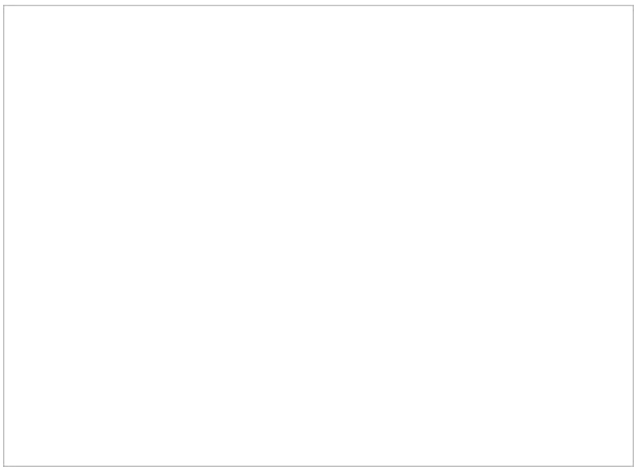
- Next > to access the Last Step.

Detail of the Record of Employment

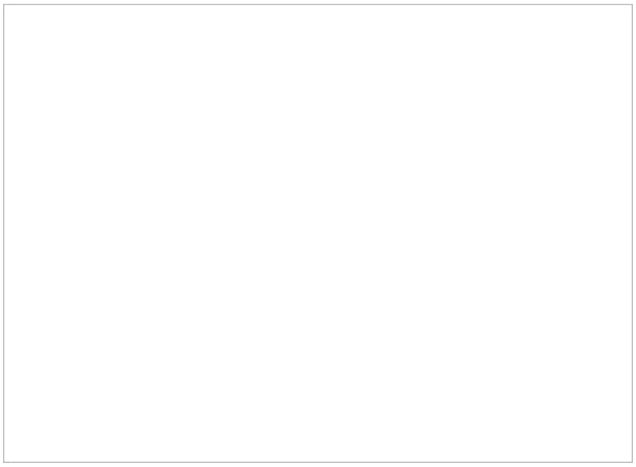
The different tabs in this window display the detail of the selected employee based on the criteria chosen previously. It is possible to update all boxes displayed, which will only affect this record of employment.



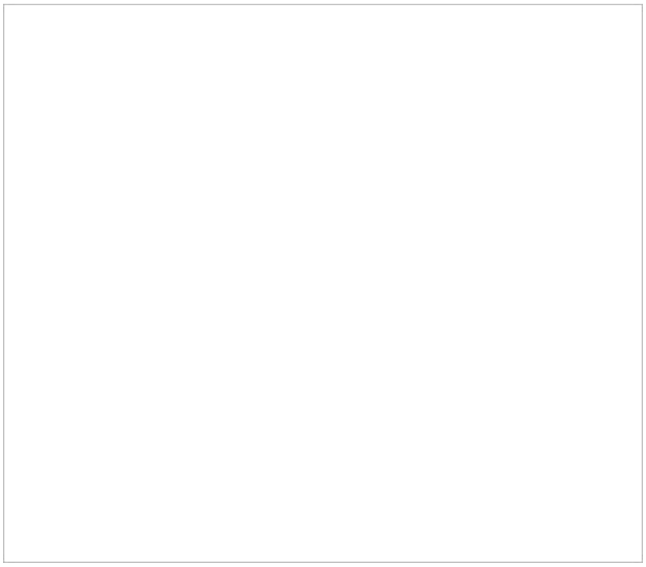
The data appearing on the "General" tab are based either on previous selections or the person's file based on the established criteria.



The "Section 17" tab is to be filled in if the employee received payments or benefits, other than regular pay, that were paid in anticipation of or after the final pay period during a remuneration stop, regardless of whether these amounts are insurable or not.

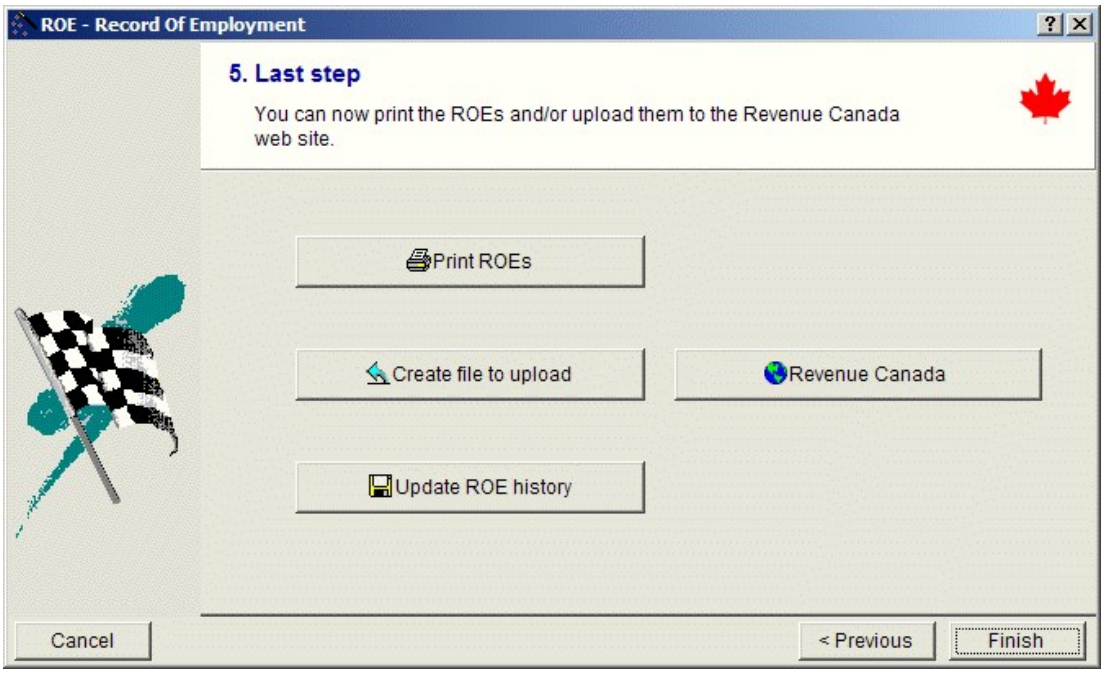


The "Section 19" tab is only filled in if the employee receives one of the following indemnity payments: sick leave, maternity leave, parental leave or group wage loss indemnity after the last day worked.



The data on the "Contact" tab are from information entered beforehand.

Last step



Click

- Print the ROEs to view or print the record of employment.
- Create file to upload to create, in the directory of your choice, the file to be uploaded to the government.

  Important: If you use the 27-week format, the file must be of the "ROE" type. If you use the 53-week format, the file must be of the "BLK" type. The file format can be configured in the "Payroll Parameters" configuration options.

- Revenue Canada in order for the application to open Internet Explorer and bring you to the government's site defined in your "Payroll Parameters" configuration options.
- Update ROE history to update the history of the record of employment in the employee files.

  With the exception of a rerun, the record of employment should only contain the days worked since the last ROE. This is why the information is saved on the "Misc." tab in the "Employee Payroll Info" window.

Click

- < Previous to return to the list of employees selected.
- Finish to update the history of the record of employment in the employee files.

Users: module

Home > Tools and Wizards > Users: module

Overview

The ***Users*** module defines the users, groups (roles) and rights of each person - system security.

To access the **Umana HR and Payroll** system, users must provide their user ID and password. This control is added to the *Windows* security "layers" in light of the increased sensitivity of human resources and payroll data.

The user ID defines the access rights. The user may also belong to one or more groups (roles), which also have access rights. Generally, the more different groups users belong to, the more access rights they will have.

For more details, see Security concepts.

Data

The application's configuration options are saved in the SECURITY file. This file is encrypted.

The LOG file contains a system access history. It includes the user ID, date and time at which the user entered **Umana HR and Payroll** and date and time of exit. It does not include the list of modules accessed.

Operation

Input screen

Access the Users input screen via:

- **Tools | Options...** main menu
- **Administration** navigation pane

Security definition - the access rights of all users and their roles - are defined by the system administrator.

See also
- Module overview
- Concepts
- System reports
- Related tables

Users: concepts

On this page

- Users and groups (roles)
- Two security dimensions
- User ID and password
- Starting off on the right foot

Users and groups (roles)

To access the **Umana HR** system, uses must provide their user ID and password. This control is added to the *Windows* security "layers" in light of the increased sensitivity of human resources and payroll data.

The user ID defines the access rights. The user may also belong to one or more groups (roles), which also have access rights.

Generally, the more different groups users belong to, the more access rights they will have.

For example, as a security administrator, you have defined two roles: PAY and BENEFITS. The PAY role provides access to the gross pay and net pay modules, while the BENEFITS role gives access to the benefits modules. This means that a user who belongs to the two PAY and BENEFITS roles will have access to the payroll and benefits modules.

Why use roles?

For companies, creating roles and assigning users to these roles offers a more flexible security system when it comes to adding new users or assigning temporary roles during vacation.

Two security dimensions

Access rights for each user or role define the following:

1. Available modules in which they can add, modify, etc. Access rights to modules also control the input screens and reports;
2. Available files.

Access rights to modules

The *Users* window displays a list of the modules with the letters **A, D, M** and/or **I** alongside. The letters mean the following:

A - addition allowed
D - Deletion allowed
M - Modification allowed
I - Interrogation only allowed
(A,D,M also include I)

For some modules, other letters also apply. For example, in the *Job* module the letter "S" gives access to salaries.

To find out the "other letters" available for a module:

1. Select the module.
2. Right-click on the **Other** field of the window. The pop-up menu is displayed.
3. Select the **Help - field** option.

Access rights to files

You can define user access to (employee) files by checking the ☑ **Filters...** box. A dialog box will be displayed and allow you to limit user access according to certain criteria. For example, a user could have an access limited to employees of certain departments (ENTITY1) or having certain statuses.

If a person belongs to several groups, he/she benefits from **uniting** the groups' access rights. For example, if Group **A** has access to white-collar workers and Group **B** has access to blue-collar workers, a user in both groups would have access to both white-collar **and** blue-collar workers.

User ID and password

The user ID may not exceed 8 characters and the password 10 characters. They are case insensitive.

In **Options: Application: Security**, you can set the minimum password length and certain other options.

Starting off on the right foot

When you install **Umana HR**, you have the **DEMO** user ID to start. You can use this user ID to define security. In other words, you can access the **Options: User** module.

Obviously, the first thing to do would be to create a new user ID for your system administrator (you) and to assign a different password.

Also, put this new code in the **ADMIN** group or give access to Options | Users to this user directly.

After launching **Umana HR**, remove the access to **Options: Users** from the DEMO user—or, at the very least, change his

or her password.

See also
Users: module

Users: input screen

To access the ***Options: Users*** window, select:

Tools | Users... from the menu bar

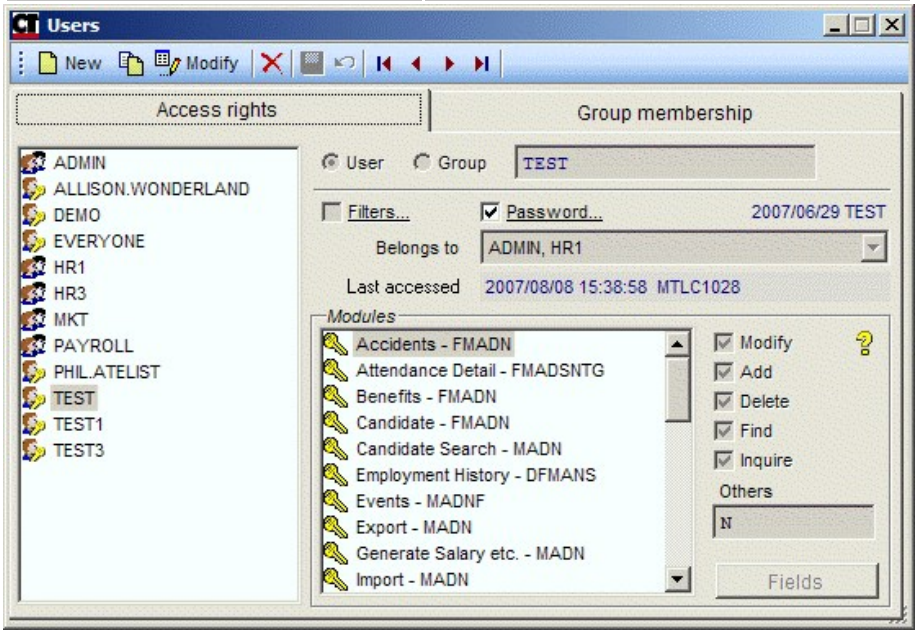
Click the button from the **Administration** shortcut bar.

Fields marked with an are **mandatory**; they must be filled out.

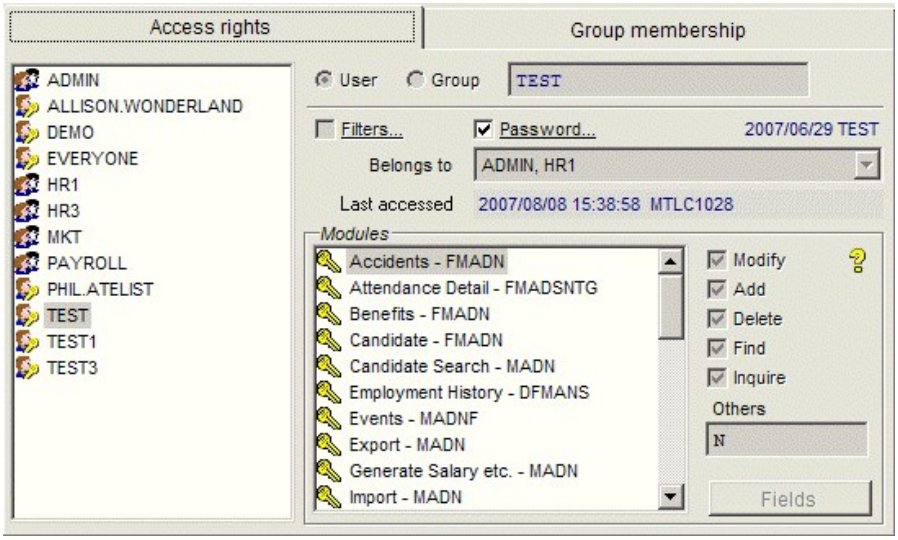
The application's configuration options are saved in the SECURITY file. This file is encrypted and is not **available to users**.

Security definition - the access rights of all users and their roles - are defined by the system administrator.

Access rights | Group membership



Access rights | Group membership



Label	Meaning
User	Check to specify what rights a user has
Group	Check to specify what rights a group has
Filters	To limit access to employee files according to job status, personal status, ENTITY, work location, job category, pay group or event class
Password	Password registration
Belongs to	To include the user in one or more groups
Last accessed	Information specifying the date and time this user last accessed the application
Modify	Check to give the right to change records in this module
Add	Check to give the right to add records to this module
Delete (D)	Check to give the right to delete records in this module (D)
Find	Check to give the right to search records in this module
Inquire	Check to give the right to query records in this module
Others	Codes specific to this module
	Click to get help about this module's options
Fields	To define access to module fields – visible/invisible, editable/non-editable fields

Go back to *Users* window

Access rights | **Group membership**

This window functions with the mouse. Use it to add or remove users from a group. It is a visual way of managing group memberships.

The left part of the window displays a list of existing users, while the right part includes existing groups and users with rights to these groups.

Label	Meaning
	With the mouse, you can remove a user from a group by placing him/her in the recycle bin.
Apply	Click this button to apply the changes made.
Cancel	Click this button to cancel the changes made.

Go back to *Users* window

See also

Users: Module

Users: Concepts

Action menu and Toolbar

Reports, imports and exports

Reports

Umana reports are a flexible way of displaying and summarizing your data in a printable document. There are more than 300 standard reports provided with **Umana**.

To produce a report, the system uses two things: a **data source** and a **layout**.

- **The source** is a temporary file extracted from the database as per your requirements. The extraction is created by a report initialization program, which will be executed first. It creates a main file and sometimes related files.

  Extraction programs can only be modified through programming. Usually, these programs use selection criteria that you specify and which therefore do not need to be modified.

- **The report layout** defines the headings and location of the extracted data on the page. Once the data is extracted, the layout formats the reports to display them on screen, send them to the printer or to a destination of your choice.

  The layout definition is like a program that you can modify. The standard report layout definitions are in the REPORTS folder. When you modify or create your own layout, it is saved in the CUSTOM folder. See Defining a layout.

Imports and exports

Imports and exports enable external links to or from text or spreadsheet files.

Operation

Executing (printing or viewing) a report

Umana reports are organized by category in the same way as the modules. To access them:

- **Print** main menu
- Shortcut bar

Creating your own reports

- To **modify an existing report**- the default selection or the layout-choose the desired report, select **Action** from the main menu bar and click **Modify** or press **F2**.
- To **create a new report**, use an existing report model. There are many report models in all the categories. Choose the basic report, select **Action** from the main menu bar and click **Copy** or press **CTRL+I** at the same time.

Exporting a file

Access exports via:

- **Tools | Export...** main menu

Importing a file

Access imports via:

- **Tools | Import...** main menu

See also

- Executing (printing or viewing) a report
- Standard **Umana** reports
- Creating your own reports
- Defining page layout
- Data import
- Data export

Executing (printing or viewing) a report

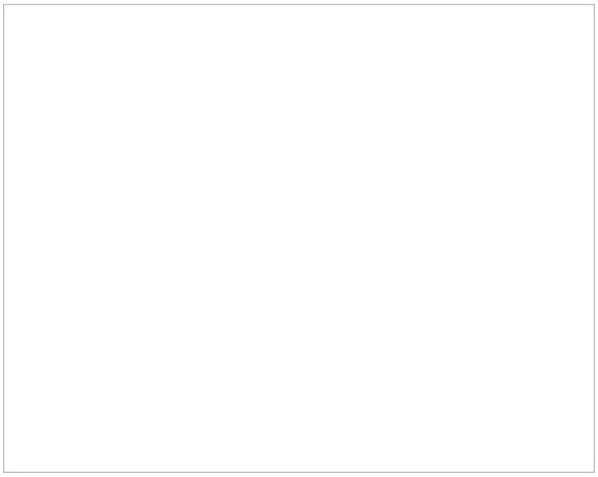
Access the reports via:

- **Print** main menu
- Shortcut bar
- Various navigation panes

On this page

- Report selection dialog box
- Selecting a printer
- "Preview" toolbar

Report selection dialog box



This dialog box displays the list of available reports in the **Print** menu category selected.

Once you have made your selection, specify the report destination and click the following:

- Count to count the records before printing
- to print the report directly

Dialog box options

Report
Displays the list of standard **Umana** reports/labels, in addition to those created by users.

Destination
Provides potential destinations for the report or label. There are five types available:

- Screen
- Printer
- File
- E-mail
- Mass mailing

After selecting the type of destination, click the ... button for more precision. If it's a file, you should specify the format first, because it affects the extension (file name suffix).

Format
Displays the selected report or label format. Three formats are possible:

- Formatted
- Unformatted
- HTML

Count
Counts the number of records before printing them.

Print
Produces the report or labels.

Close
Closes the dialog box.

☐ **Order...**
Indicates the sort order in which the records will be printed.

When you check this box, a list of fields for the sort is displayed. You can select a field that is not displayed in the list by selecting **Other...** from the list. The Sort selection dialog box will be displayed, and you will be able to add a field or create an expression to be used to sort the data in your report.

When a default order has been defined, it is best not to change it, in case you undo the record groupings.

☐ **Selection...**
Identifies the records to be printed.

When you check this box, the Selection Dialog box is displayed.

In this dialog box, specify the selection of records to be displayed in the report or label. For each record, conditions are assessed and if they are met, the record will be included in the report or label. If the record does not meet these conditions, it will be excluded from the report.

☐ **Criteria...**
You can create additional selection criteria starting from the **Umana** expressions generator**.**

◉ **English**
Specifies that the report or label will be in English.

◉ **French**
Specifies that the report or label will be in French.

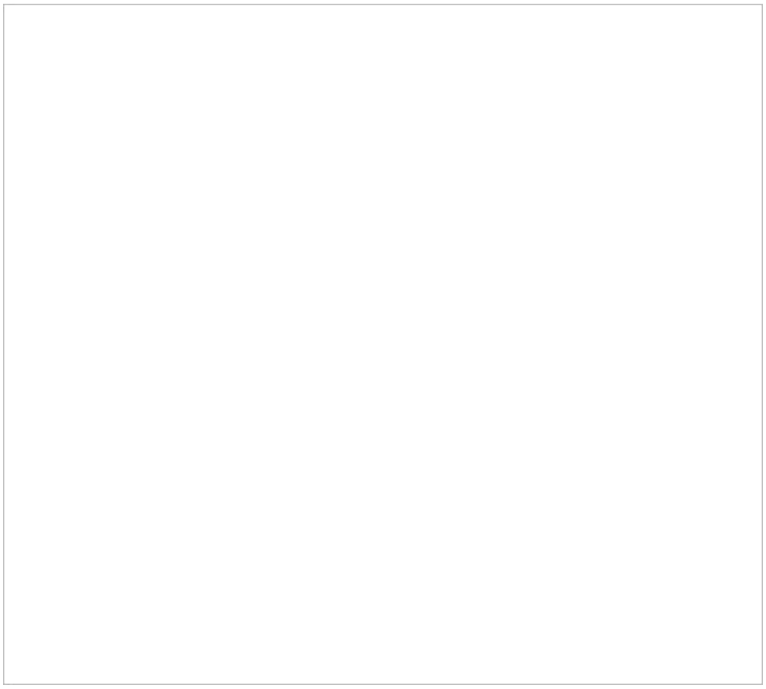
Pages to print

- **from** specifies the first page to be printed
- **thru** specifies the last page to be printed

Copies
Specifies the number of report or label copies you want to print.

Selecting a printer

This dialog box is displayed when you choose the **Printer** destination and click the ... button right below.



Dialog box options

Select printer

- Displays the printers currently installed on your workstation. Select the desired printer.
- **Print to file**
  Allows you to print to file.
- **Preferences**
  Displays the **Preferences** dialog box for the network printer, allowing you to define options for your printer.
- **Find printer**
  Searches for a network printer.

Page range

- **All**
  Prints all pages in the document.
- **Selection...**
  Prints the highlighted selection in the document.

  Note This option is disabled in the **Umana Print module.**
- **Current page**
  Prints the selected page.
- **Pages**
  Prints the specified pages of the document.

Copies

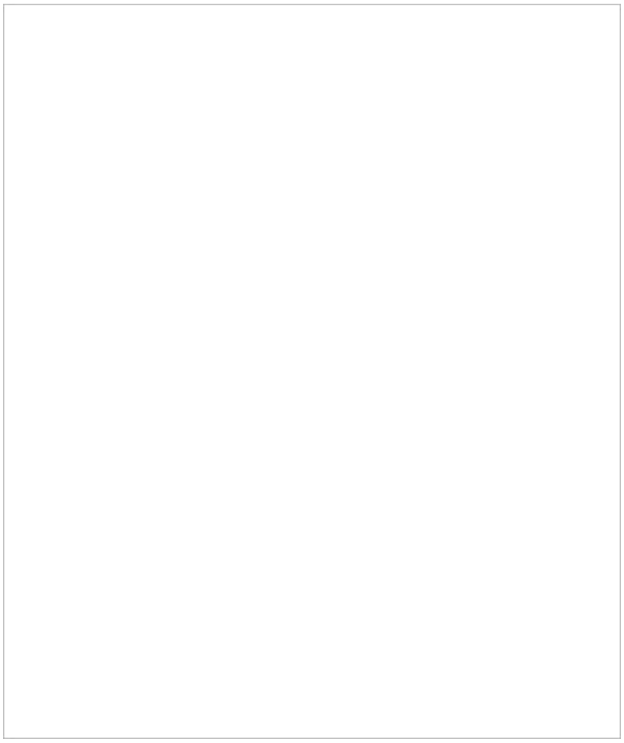
- **Number of copies**
  Allows you to specify the number of copies of the document to be printed.
- **Collated copies**
  Collates the printed copies (only available with certain printer models).

Preview toolbar

In the case of a "**To screen**" destination, this toolbar controls the page displayed on the screen and zooms in and out. It contains the following buttons:

Button	Meaning	Description
	First page	Displays the first page.
	Previous page	Shows how the previous page of the report will be printed.
	Go to page	Displays the Go to page a dialog box.
	Next page	Shows how the next page of the report will be printed.
	Last page	Shows how the last page of the report will be printed.
	Zoom	Scales the text displayed in the Preview window by reducing its actual size to 75%, 50%, 25% or 10%.
	Close Preview	Closes the Preview window.
	Print report	Prints the report.

Selection dialog box



Dialog box options

Selection by criteria

To select, at a certain date, by:

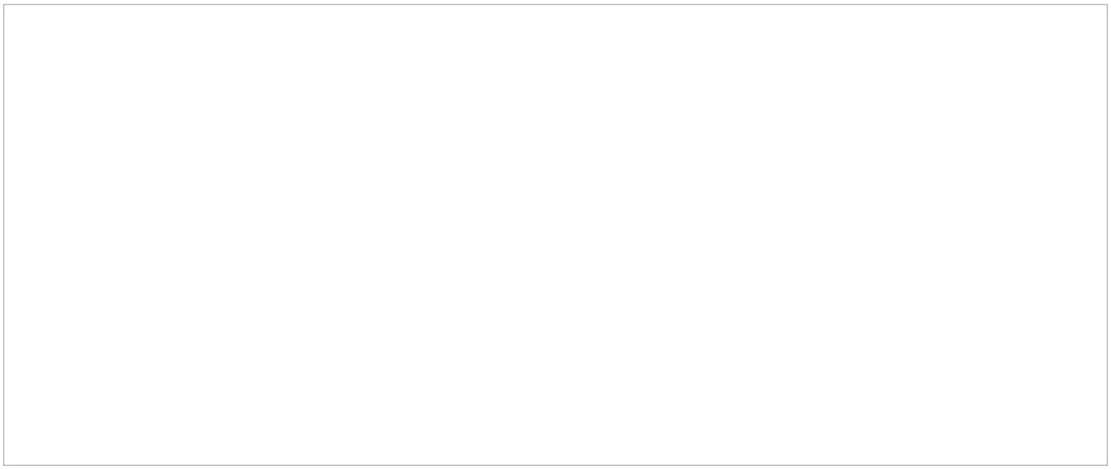
- Department and product (ENTITY1 and ENTITY2)
- Employment status
- Personal status
- Job category
- Job (title)
- Pay group
- Location
- Permanent status

Also enables the selection of employees employed since ... and ... or whose file has been modified since ...

Specific employees

To select one or more employees using the Person selection dialog box.

Order selection dialog box



Dialog box options

Fields available

Displays the list of available fields to sort the data that will be displayed in the report.

File

Displays the list of files containing the fields available for sorting data.

Add field

Adds the selected field to the list of fields to sort the data.

Add expression

Displays the expressions generator, which allows you to enter an expression to be added to the list of fields to sort the data.

Remove

Removes the selected field from the list of fields to sort the data.

Sort on

Drag the squares to change the precedence.

Descending order

The sort order will be descending.

Umana standard reports

Overview of standard reports

Umana reports are organized by category (module).

Person module:
Person reports - Lists of employees, emergency contacts, seniority, etc.

Job module:
Job reports - Full employee history, list of movements, etc.

Positions module:
Positions reports - History, organizational chart, list of positions, etc.

Events module:
Events reports - Lists of events, schedules, etc.

Health, Safety module:
Accident reports - Lists of accidents, statistics, etc.

Training module:
Skills reports - Lists of employee skills, courses, etc.
Events reports - Course enrollments (among other events)

Attendance module:
Time bank reports - Lists of time banks, absenteeism statistics, etc.

Gross pay module:
Gross pay reports - Lists of attendance transactions, time sheets, etc.

Net pay module:
Net pay reports - Lists of employee payroll parameters, bank accounts, etc.

Benefits module:
Benefits reports - Plans, enrollments, premiums, deductions and coverage

Staffing module:
Staffing reports - Position opening notices, candidate list, etc.

Schedule module:
Schedule reports - Assignment histories, etc.

Organization:
Organization reports - Description of functions, lists of entities, etc.

System:
Alarms report - Lists of past and future alarms, and system information

Labels:
Labels - Print labels 2 per row, 3 per row, etc.

See also
Reports, Imports and Exports

Data import

Home > Reports, imports and exports > Data import

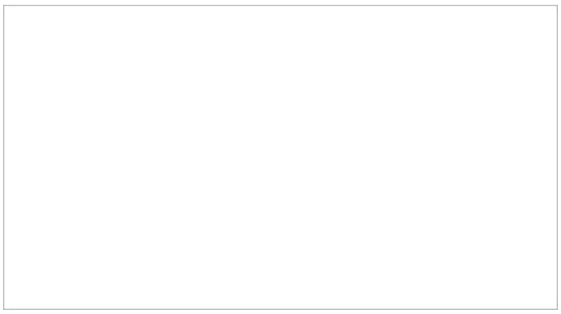
Overview

The **Import** function allows you to import data files from external programs such as Excel into the **Umana** system.

Operation

Access the various **imports**:

from the main menu: **Tools | Import...**



Import
Using the pull-down menu, you can select the desired import.

Option
By clicking this option, you can define the options available for the selected import.

File
Using the pull-down menu, you can select the file you wish to import. Note that you must select a file whose format matches the one expected by the import program.

See also
Giving an increase
Rates tables

Import: raises (movements)

Using *Excel* to calculate increases

Excel and Lotus are very good tools for certain kinds of work. It is best to use them rather than reinventing the wheel.

Here an example of how to use them to give increases.

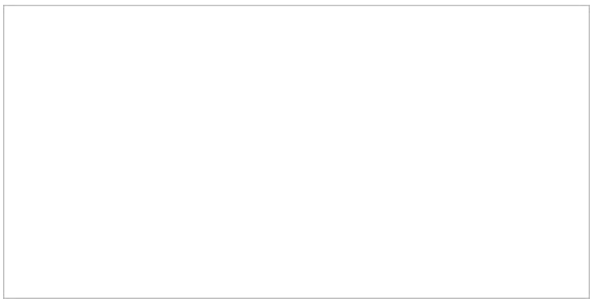
1. Exporting to Excel the list of employees (you wish to give increases to).
2. Modifying the file in Excel, specifying the new salaries.
3. Importing the modified file into Umana HR.

One of the benefits of this approach is that you can send the Excel file with the proposed increases to the various people involved who must add their comments and affix their approvals. You can also break down the work into several Excel files, depending on responsibilities.

1. Exporting to Excel
From the ACME menu, choose **Tools | Export**. From the list of exports, choose **Raises**. Make your selection and create your

Excel file (Export button).

Carefully select the folder for your Excel file; don't forget that it contains sensitive non-encrypted data.



After the export, you will have the option of opening the Excel file right away or not.

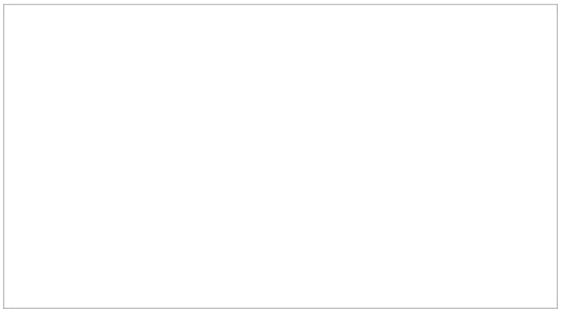
2. Modifying the file in Excel

In Excel, open the created file. Enter the new salaries in the column (under the heading) NEW_SALARY or NEW_RATE or NEW_ANNUAL.

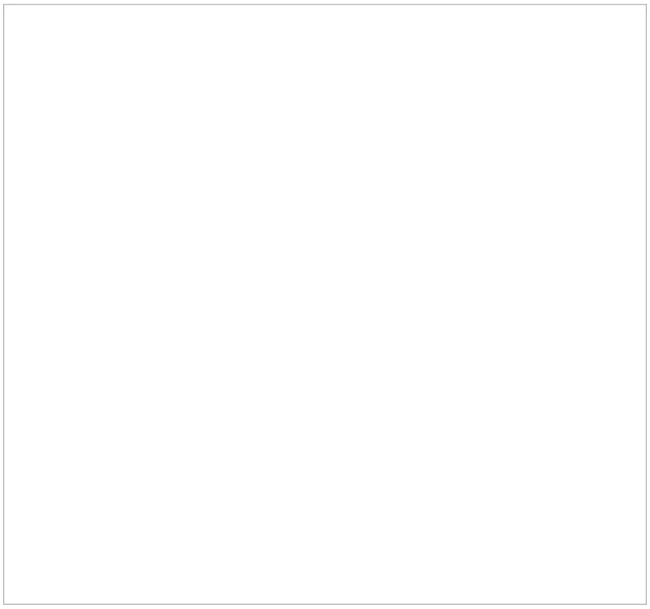
Do not touch the first row; it contains headings that will be used when re-importing the file (step 3 below).

3. Re-importing the Excel file into Umana HR

From the main menu, select **Tools | Import**. From the list of imports, select **Raises**. Select the previously created Excel file.



Click **Options** to open the window below. Specify the effective date and movement code to be used for the movement to be created. Specify the method of recalculating remuneration, then click **OK** and **Import**.



- During the import, the system will create a new movement for each person in the Excel file, with his/her new salary.

  The process of deciding on and approving increases may take several weeks, and during this period, other personnel movements are entered into **Umana**. The risk is that the Excel file of new salaries could in fact represent a decrease for someone who has had another transfer or increase in the meantime.

  To avoid this problem, when importing, the old rate (OLD_RATE) in the Excel file is compared to the employee's current hourly rate in ACME. If a divergence is detected, the user is notified and given the opportunity to accept or refuse to create a new movement for the employee.

- It is always advisable to make a back-up copy of the data before a mass change. However, there is a way to reverse an import or a mass change of movements. At the end of the operation, the system gives you a mass change number (MASSnnnn). To reverse the change, select the **Tools | Maintenance | Person, Job** menu, then choose **Undo mass change: Job**.

Import: bonus (Attendance detail)

Importing from *Excel* into TIMEDT (Attendance detail)

Contents of Excel file

To make the task easier for yourself, first do a simple export of bonuses (for one employee). In this way, you will get an Excel file with headers and an example of data. Make sure to modify/delete this employee's information.

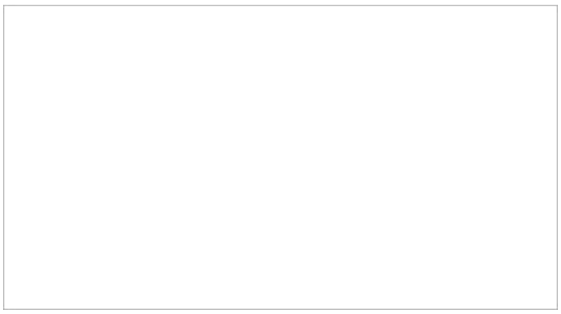
The first line of the Excel file should contain the names of the files to be imported. A column with the employee number is also required. Here are the recognized headers:

Header	Format
persid (Required)	Numerical
effdt	YYYY/MM/DD

opt	GOOD
amt	Numerical
hours	Numerical
unitrate	Numerical

Launching the import

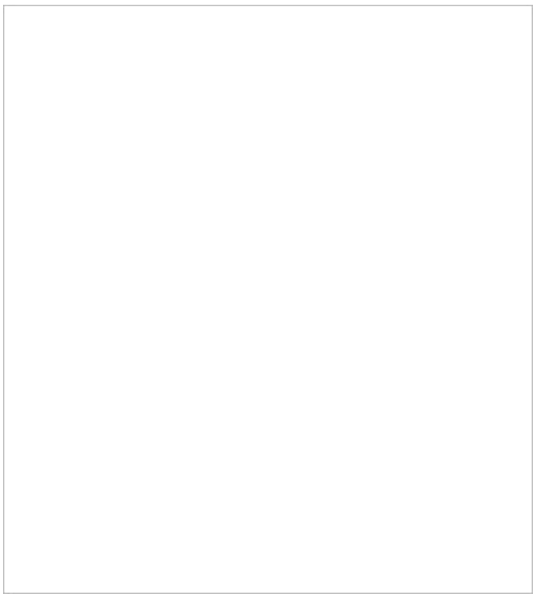
From the menu, select **Tools | Import**. Select the import: **Attendance detail (TIMEDT)**.



This option imports directly into the TIMEDT field. If the transactions affect time banks, they will be updated. However, the maximums and minimums are not validated, and can therefore be exceeded without a message.

Options

Click the ☐ **Options...** box on the import window. The dialog box below will open.



Specify the default values and date format of the file. Enter an effective date if you want all imported transactions to become effective at the same date.

Click **OK** and **Import**.

Confirmation

The file will be read and displayed in the "**Inspection of data to be imported**" window.

Check the data, make sure that all columns are there and that the data has not been cut off. Specify the date format and accept

the import.

Data export

Overview

The **Export** functionality allows you to export data from the **Umana HR** system to an external program such as Excel.

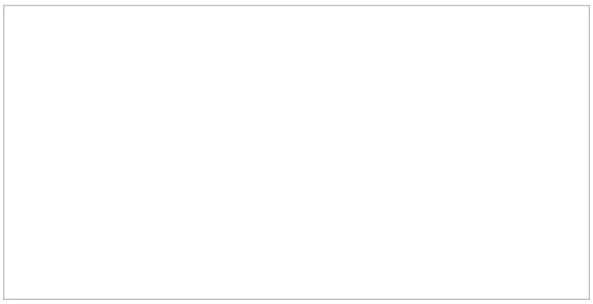
You can restrict access to some exports by user.

Operation

Access the various exports via the main menu: **Tools | Export...**

Exporting data

To export data to an external file, select the desired export, specify your parameters, and click the **Export** button.



Export

Using the pull-down menu, you can select the desired export.

Option

By clicking one of the **Order**, **Selection** and **Criteria** options, you can modify the options available for the selected export.

Destination

Click the "Destination" space to specify or change the name of the file to receive the exported data.

Modifying an export

You can modify an export permanently, including the following:

- Default target fault
- Default order, selection and criteria
- Authorized users
- Data (fields) to be exported (some exports only)

See also

Creating or modifying an export
Exporting to the General Ledger
Interface to external payroll (net pay)
Record of employment

Creating or modifying an export

Creating or modifying an export

Umana allows you to create your own exports or to modify an existing one.

Standard file formats include

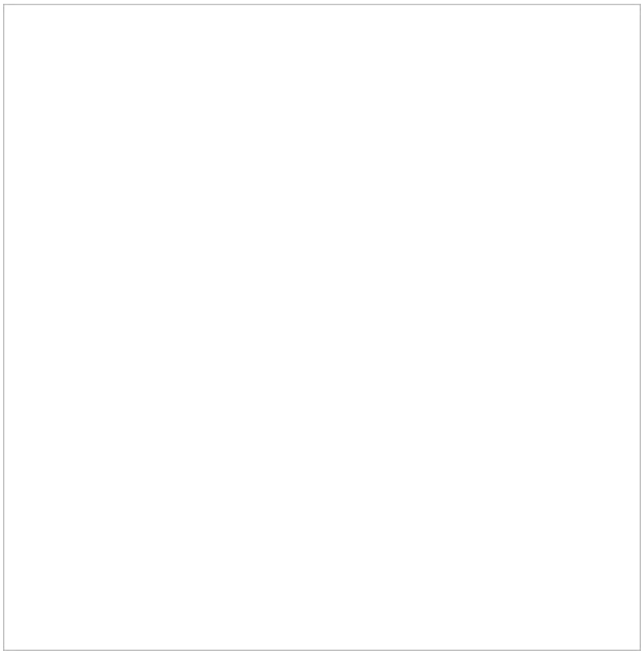
- XLS - for Microsoft Excel
- XML - a widespread generic format
- CSV - "*comma-separated values*," a widespread generic format

Copy / Modify

First select the export to be modified or copied.

- To modify an existing export, click **Modify** (on the application's main toolbar).
- To create variations of an existing export, click **Copy**.

The window below is displayed. Enter or modify the desired parameters and click OK to save your changes. (They will be effective immediately on your workstation.)



French and English descriptions

Click the box to enter a longer description (help) for export.

The description is displayed in the export selection window when the user clicks the

Order..., Selection..., Criteria..., File..., Parameters...

Click the box to modify its value. If the box is already checked, it means a value or an expression is already entered.

These parameters are identical to the "**Data export**" window parameters, with the exception that values entered here are saved permanently. They will become default parameters for this export.

Export accessible by
Select one of the options displayed to restrict user access to this export.

Click Modify fields to specify the fields to be exported. This option is only available for generic exports.

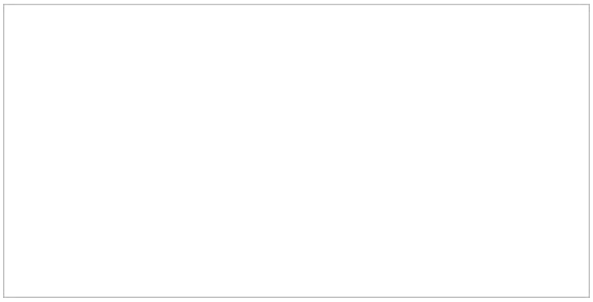
Exporting to the General Ledger

Exporting to the General Ledger

Exporting to the General Ledger is used to do the calculation, print or create the file containing the accounting entries.

Launching the export

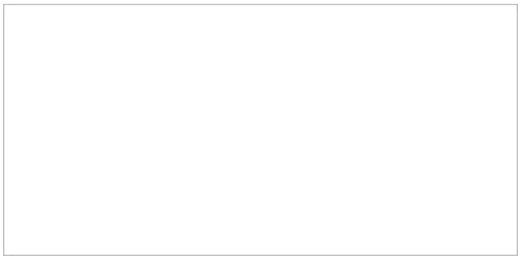
Select "G/L Umana - summary format" export.



Click ☑ Selection to select the group and the pay period to be exported; add additional criteria if desired; select your destination and click Export.

Entering parameters

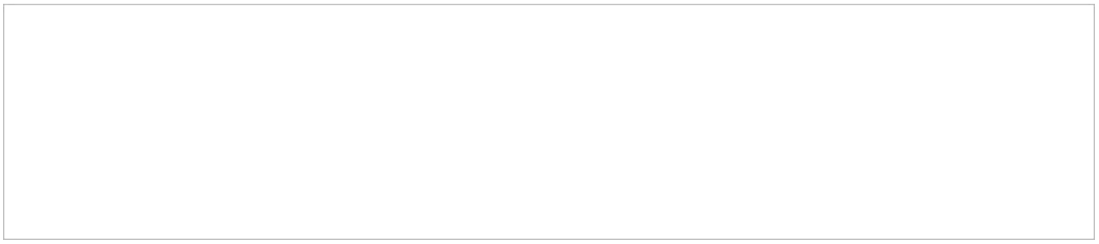
Enter your accounting period and the date of the entry.



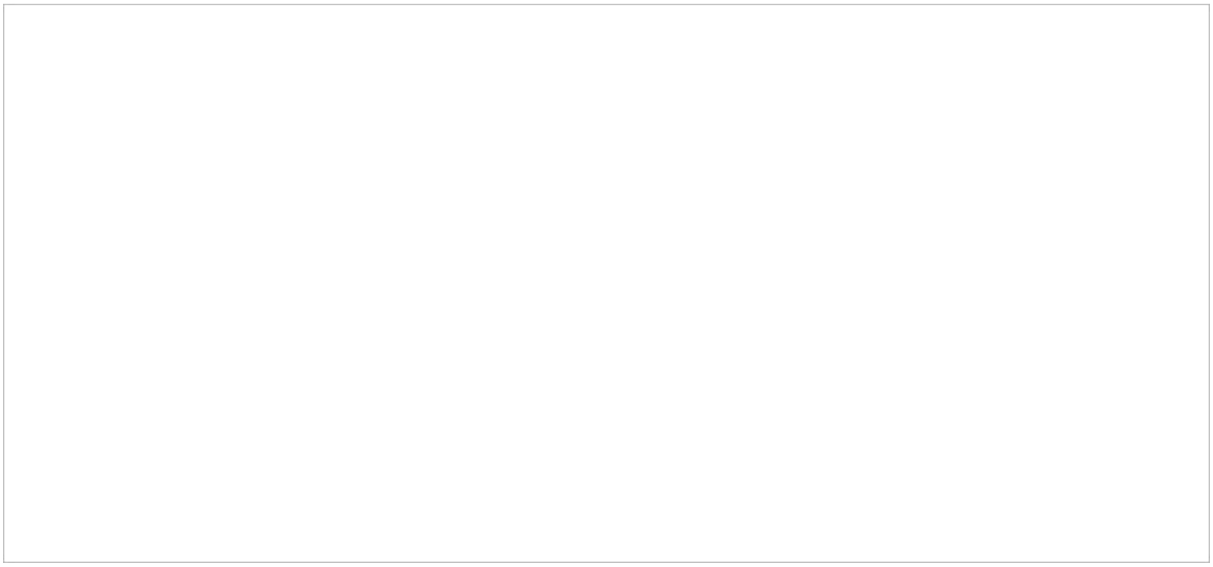
Modify the entry title and click **OK**.

Result

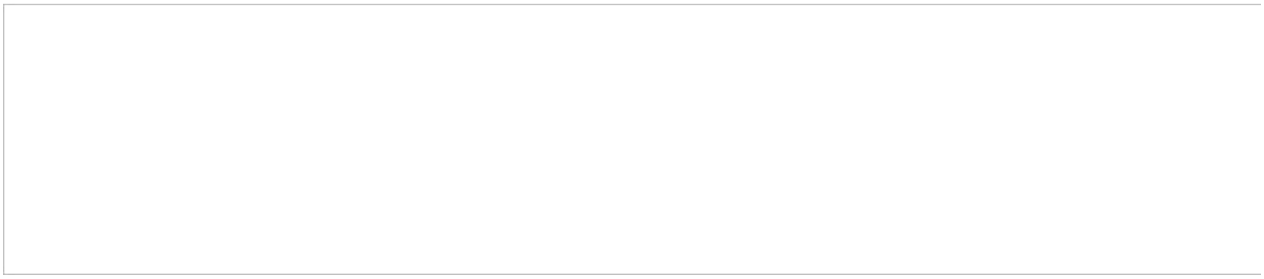
If an error is detected, a text file is displayed on screen.



You will have the option to print the report directly or display it on screen.



The file created by the export bears the "001" extension. It is in text format and can be displayed in Notepad.



Word processing

Overview

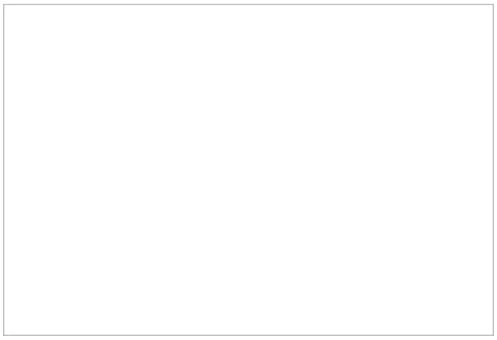
The **Word processing** function generates letters in Microsoft Word with data from the Umana system.

The process involves extracting data from the Umana HR database to an intermediate file (.TXT). Afterwards, a model letter opens up in Microsoft Word and the extracted data is merged (*mail merge*). The result of this merge is a new Microsoft Word file containing one (or more) pages by record, whose content includes the information from the extracted record.

Operation

Access **Word processing**:

From the main menu: **Tools | Word processing...**
From the main menu: **Print | Word processing...**



Creating a merged document

The window above enables you to

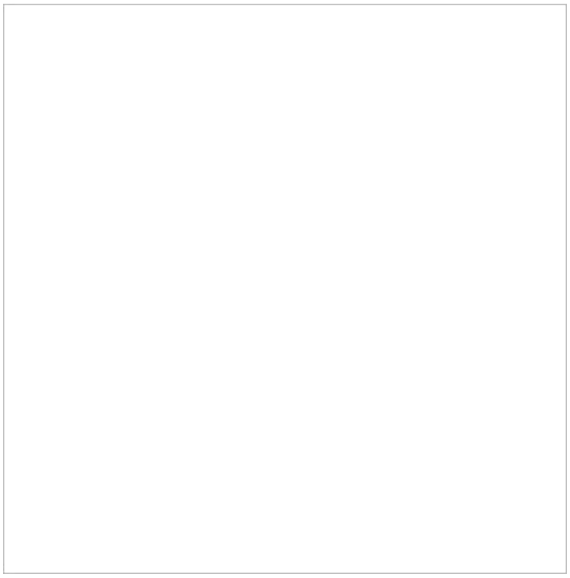
- Choose the letter to be used (from the pull-down list).
- Select the data to be extracted-typically the distribution list.
  - Click the Selection... option.
- Trigger data extraction of data and merging with Microsoft Word
  - Click the **Merge** button.

Modifying extraction rules and the model letter

Use the mail toolbar buttons or the "Action" menu.

- To **modify** the selected mail merge operation (letter and extraction rules)...
  - Click the **Modify** button (on the toolbar at the top of the window), or
- To **copy** the selected mail merge operation (letter and extraction rules) to create a new letter and new rules...
  - Click the **Copy** button (on the toolbar at the top of the window).

Both actions open the window below.



- The Modifier champs button opens a window that allows you to define the extraction. It is the same window used to modify exports.
- The Editer lettre opens the model letter in Microsoft Word.

Technical notes

- Model letters are usually found in the **Letters** folder-as specified in the `LettersPath=...` option of the ACME.INI. file. See the Developer Guide.
- When you modify a letter or extraction rules, a .TXT " template" file is created in the letter folder. This file contains the file names, so that you can edit your letter. It contains a single record with XXX s and 999s instead of the real data.
- When you click Fusionner to extract the data and create the merged file, the letter is first copied into a temporary folder, in the same place as the .TXT file of extracted data.

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